User's Manual ›››

Client Write-Up 2011

Copyright

The *2011 Drake Client Write-Up Manual*, Drake Client Write-Up, Drake Tax Software, and any other related materials are copyrighted material. All rights are reserved by Drake Enterprises, LTD., including all ownership rights. This document, associated software, and related material are the property of Drake Enterprises, LTD.

Drake Enterprises, LTD, hereby authorizes you to download, display, print, and reproduce the material in this document in an unaltered form only for your personal, non-commercial use or for non-commercial use within your organization. Copyright, trademark, and other proprietary notices may not be removed.

© 2011 Drake Enterprises, LTD. All rights reserved.

While every attempt has been made to produce an accurate and complete manual, there is no warranty, expressed or implied, to that effect. Drake Enterprises, LTD. assumes no liability for damages or claims resulting from the use of the information contained herein.

TRADEMARKS

The Drake Software Logo, Drake Tax and Client Write-Up are registered trademarks of Drake Enterprises, LTD.

Other product names mentioned in this manual may be trademarks of registered trademarks of their respective companies.

Table of Contents

Introduction 1

Features 1
What's New for 2011? 3
Support 4
System Requirements 5
Installation 6
Activate Client Write-Up 8
Setup Wizard 8
System Date Format 9
CWU Manual and Help Updates 10
Navigation 11

Global Setup 15

Firm Info/Global Settings 15
Security Set Up 17
Direct Deposit 20
94X Preparer Setup 23
MICR Check Set Up 24
MICR Calibration 29
Preprinted Check Alignment 29
Forms Alignment 30
Portals Setup 30

Client Setup 31

Setting Up a New Client 31
PIN Applications for Electronic Filing 39
Editing Client Information 45
Chart of Accounts (COA) Setup 45
MICR Bank Accounts 47
Check Setup 49
Reporting Options 53

Employee Payroll 59

Setting Up Employee Payroll 59
Employee Setup 72
Change Employee Codes 86
Payroll Processing 86
Live Employee Payroll 86
ATF Employee Payroll 95
Printing Employee Pay Checks 101
Reprinting Employee Pay Checks 104
Check Alignment 106
Transmitting Employee Direct Deposits 107

Calculating 94X Series Tax Deposits . . . 110
Producing 94X Series Tax Returns . . . 112
W-2 Processing . . . 116
W-2c/W-3c Processing . . . 119
Portals - Processing Employee Payroll . . . 120

Contractor Payroll . . . 123

Setting Up Contractor Payroll . . . 123
Contractor Setup . . . 125
Change Contractor Codes . . . 130
Processing Contractor Payroll . . . 130
Live Contractor Payroll . . . 130
ATF Contractor Payroll . . . 134
Printing Contractor Pay Checks . . . 137
Reprinting Contractor Pay Checks . . . 140
Check Alignment . . . 142
Transmitting Contractor Direct Deposits . . . 143
1099/1096/1098 Processing . . . 146
Portals - Processing Contractor Payments . . . 148

Bookkeeping . . . 151

Adding Accounts to a Chart of Accounts . . . 151
Entering Journal Transactions . . . 157
Journal Options . . . 162
Editing Stored Descriptions . . . 163
Bank Reconciliation . . . 164
Posting Transactions . . . 165
Year End Close . . . 167
Special Considerations for Fiscal Year Clients . . . 168

On the Fly Forms . . . 171

Update Prior Year On the Fly . . . 171
W-2 On the Fly . . . 172
1099s and 1098s On the Fly . . . 175
94X Series Tax Returns On the Fly . . . 178

Electronic Filing . . . 183

Forms 941, 940, 944, & 941SS . . . 183
Uploading W-2s and W-3s . . . 186
Uploading 1099s, 1096s, and 1098s . . . 190
Filing a 1099 Extension . . . 192

Accounts Payable . . . 195

Vendor Check Setup . . . 195
Vendor Bookkeeping Setup . . . 196
Vendor Setup . . . 196
Entering Invoices . . . 198
Searching for Invoices . . . 202
Editing Invoices . . . 204

Scheduling Live Payments . . . 205
Recording ATF Payments. . . . 208
Printing Vendor Checks . . . 209
Reprinting Vendor Checks . . . 212
Voiding Vendor Checks . . . 213
Editing ATF Payments . . . 214
Check Writer. . . . 216
Viewing 1099 Information . . . 223
Generating 1099 Data . . . 225
Payables Check Alignment. . . . 225

Accounts Receivable . . . 227

Entering Receivables Options. . . . 227
Entering Sales Tax Records . . . 230
GL Account Setup for Receivables . . . 232
Invoice Item Setup . . . 233
Customer Setup. . . . 234
Entering New Invoices . . . 239
Printing an Invoice . . . 242
Batch Printing Invoices. . . . 242
Updating Invoices. . . . 243
Deleting Invoices and Line Items. . . . 243
Entering Service Charges and Penalties . . . 244
Applying Receivables Payments . . . 245
Posting Receivables Transactions Manually . . . 250

Reports . . . 251

Running Reports . . . 251
Report Options . . . 252
Display Settings . . . 252
Understanding Reports . . . 253
Report Types. . . . 254
Report Details . . . 255

Tools . . . 281

Installing Program Updates . . . 281
Update Prior Year Clients. . . . 282
File Maintenance . . . 283
Rebuild Client List . . . 288
Printing Blank Forms . . . 288
Calculator . . . 289
Adobe Reader Download . . . 289
Where to File Tax Returns . . . 290
Client Notes . . . 290
Printing Mailing Labels . . . 290
Spreadsheet Imports . . . 291
Exporting from CWU . . . 294
Additional Tools . . . 295

Quick Reference 305

Pre-Printed Checks 305
MICR Checks 305
Process Payroll (Live and ATF) 305
PIN Applications for e-Filing 94X Returns 306
Print and Upload W-2s and W-3s 307
Print and Upload 1099s and 1096s 307
Create and Process W-2s and W-3s on the Fly 307
Process 1099s, 1096s, and 1098s on the Fly 308
End of Year Process 308

Appendix 309

Appendix A - E-Filing 1099-MISC FAQ 309
Appendix B - W-2/W-3 PIN Application FAQ 310
Appendix C - IRS "FIRE" Website 311
Appendix D - Drake Document Manager 315
Appendix E - Client Write-Up Menus 316
Appendix F - InterceptEFT Holidays 320
Appendix G - Portals 321
Appendix H - Home Screen Shortcuts 337
Appendix I - Reporting Agent's List 341
Appendix J - Preparing to e-file W-2s 342
Appendix K - Preparing to e-file 1099s 343
Appendix L - E-Filing Quick Reference 344

Glossary vii

1 Introduction

Drake's Client Write-Up (CWU) provides the capability to prepare and print both live and after-the-fact payroll, W-2/W-3, 1099-MISC/1096, 940, 941, 941SS, 943, 944 and 944SS forms. Payroll information is transferred to the journal with the click of a button.

CWU also provides the ability to manage basic client financial records through the use of double-entry bookkeeping. A number of reports are provided including multi-column profit and loss reports, pre-posted reports, comparative or single column balance sheets, and payroll reports.

Templates make the creation of a Chart of Accounts easy, but CWU also allows you to create a custom Chart of Accounts either by editing an existing one or creating one from scratch. You can also export information into Drake Software, reducing data entry time required to prepare your client's tax return.

Use Client Write-Up to enter vendor invoices, print (and reprint) live vendor checks, and enter after-the-fact vendor invoice information for bookkeeping purposes. Use the Accounts Payable module or “Check Writer” to print vendor checks.

Use the Accounts Receivable module to record and track customer invoices, shipments, payments, and balances.

Portals is a new web-based feature that facilitates your clients editing some of their employee information as well as pay information. Once they create and verify pay information, the accountant processes payroll and automatically posts the final pay information for the client to view and export to Excel.

Features

Client Write-Up 2011 has many features, some have been added to the program this year.

General

- Install Client Write-Up as a complete program each year rather than an upgrade to last year’s program. Return to a prior year’s program and run reports, reproduce Forms W-2 and W-3, 1099 and 1096, and all 94X tax returns. All client setup and Chart of Accounts information can be brought into the new program from last year’s software. Bring over one client at a time or all at once.
- Automatically backup client data at designated times or at the click of a speed button.
- CWU supports Windows 7.

- Add, edit, and save client notes. Quickly apply a date and time stamp to the note.

Payroll

- Live Payroll — Create and print payroll checks for employees and contractors
- After-the-Fact Payroll — Enter payroll stub information for bookkeeping purposes for employees and contractors
- Payroll Reports — Produce and print
- Form 940, 941, 941SS, and 944 — Produce, print, and electronically file
- Form 943 and 944SS — Produce and print
- State Unemployment Reports — Produce and print
- W-2/W-3 — Process, print, and electronically file via EFW2
- 1099-MISC and 1096 — Process, print, and electronically file
- Most State Wage and Tax Reports — Adding new ones as requested and approved by the state
- Track employer's contribution to FICA, 401K, and Medicare
- Enter state and locality-specific taxes
- Pay multiple-pay-rate employees
- Track sick and vacation hours earned, used, and remaining
- Portals for employee Payroll, a web-based service helping you save time and money. Your client performs some of the clerical functions that can take a great deal of your time. Batch process payroll after your client verifies hours worked information.
- Split Direct Deposit of payroll checks for employees and payments to contractors between up to two accounts.

Bookkeeping

- Create a customizable Chart of Accounts (COA)
- Save up to ten years of Chart of Accounts history
- Make prior year adjustments easily with all balances affected by the adjustment updated automatically
- Journal transactions
- Generate offsetting transactions automatically when entering transactions into the journal
- Monthly/Yearly breakdown of basic financial reports
- Rename accounts
- Enter Start-of-Year beginning balances and month-to-month balances for each account.
- Run a start-of-year balance sheet to reflect the year-to-date and run monthly reports for months entered
- Create accounts (postable and up to nine sub-levels nested)
- Add, edit, or delete transaction descriptions entered and saved during journal entry

Accounts Payable

- Set up an unlimited number of vendors
- Enter invoices for future payment or as after-the-fact for bookkeeping purposes
- Use extensive invoice sorting and query capabilities
- Print and reprint vendor checks with automatic entry in the journal
- Print Vendor checks without having to schedule payments using Check Writer
- Generate an invoice for the vendor's check
- Print NonVendor checks to payees not set up as Vendors using Check Writer
- Write transactions to the journal automatically for vendor and non-vendor checks

Accounts Receivable

- Set up invoicing parameters, service charge indicators, payment terms, account aging and status information
- Set up sales tax information by state
- Add customer demographics, statuses, shipping information, and balances
- Identify items "for sale" and set prices
- Link transactions to items and debit and credit accounts
- Add, change, print, and delete customer invoices
- Receive and apply payments to one or multiple invoices

Reports

- Print many financial reports to Microsoft Excel
- Compare gross and net profit and loss for a selected month of this year and last year
- Generate, print, and transmit W-2, W-3, 1099-MISC, 1099-INT, 1099-DIV, 1099-R, 1098-MORT, W-2G, 1099-PATR, 1099-S, 1099-A, 1099-B, 1099-C, 1096, and 94X series tax return information "on the fly"
- Close your books only at the end of the year rather than as part of the end-of-month process
- Run many reports without posting transactions

What's New for 2011?

Enhancements to Client Write-Up for 2011 include:

- Three levels of security is available for users as determined by the Administrator.
- An option to automatically post payroll transactions to the journal has been added.
- Portals for contractor payments has been added.
- Batch print mailing labels to clients, employees, contractors, vendors, customers, and one time labels using a strip label printer.

- Import employee, contractor, vendor, customer, Chart of Accounts, and journal transaction information from other accounting programs using the provided Excel templates.
- Export employee, contractor, accounts payable vendor, accounts receivable customer, Chart of Accounts, and journal transaction information from Client Write-Up to a Microsoft Excel® spreadsheet.
- Bring in last year's "on the fly" information providing faster and easier W-2s, W-3s, 1099s, and 1096s.
- Client Write-Up is growing! In order to provide enhancements to meet your needs, we are already working on our 2012 release. For a sneak preview, open CWU2011 and go to **File > Try Our Alternate Main Menu**. It is compatible with CWU2011 and all data is shared between the two. So, work in it and experience what we're getting excited about!

Support

There are several options available for you to receive assistance with Client Write-Up. You can call, e-mail, or fax the Client Write-Up Support team.

Contacting Support

Telephone Support

Client Write-Up has its own Support phone number.

Call (828) 349-5547 to speak to a dedicated CWU Support representative.

For Support hours of operation, refer to "Support Hours" on page 5

E-mail Support

Client_WU@DrakeSoftware.com

When you e-mail Support, please include:

- Your name
- Your EFIN
- A description of your problem in as much detail as possible
- Attach your client file, if necessary.

Fax Support

Contact CWU Support by fax. Dial (828) 349-5718.

When you send a fax to our CWU Support team, please include:

- Attention: Client Write-Up Support
- Your name

- Your EFIN
- Telephone number accessible to the CWU computer and the best time for Support to call you back
- Your fax number
- Description of the problem

Support Hours

December 1st — April 20th

Monday — Friday 8a.m. to 10p.m.
Saturday 8a.m. to 6p.m.

April 21 — November 30

Monday — Friday 8a.m. to 9p.m.
Saturday 9a.m. to 5p.m.

System Requirements

Review all system requirements before installing Client Write-Up.

Table 1-1 details the minimum requirements for installing and running CWU. Drake Software strongly recommends that you upgrade older systems to these minimum requirements.

Table 1-1: System Requirements

Windows 2000 and XP	Windows Vista and 7
233 MHz processor	800 MHz processor
512 MB of RAM	512 MB of RAM
VGA monitor capable of 800 * 600 resolution and 258 colors	Super VGA monitor
CD drive	CD drive
200 MB of hard disk space	200 MB of hard disk space
Internet Explorer 6.0	Internet Explorer 6.0

To take maximum advantage of the software's features, you need:

- High-speed Internet access. Internet service is required for immediate updates.
- A TWAIN-compliant scanner
- An HP-compatible printer (laser printer preferred) is strongly recommended. Other printers are compatible with Drake Software. Call CWU Support to verify compatibility of your printer.
- CWU offers MICR printing. This requires a laser printer with a magnetic ink cartridge.

Installation

Installation procedures for Client Write-Up are virtually identical to those used for Drake Tax Software. Install to a stand-alone PC or a network.

Stand-Alone Installation

To install Client Write-Up for single computer use, complete the following:

1. Close all programs.
2. Insert the Drake Software CD into the CD drive. Use the latest release of the program.
3. Autorun displays a screen with installation selections. If the screen does not open automatically, from the **Start** menu, click **Start > Run**. In the **Open** field, type **d:\setupcwu.exe** (substitute the correct drive letter of your CD drive if not '**d**') and click **OK**. The installation must be done to the root drive (for example C:).
4. Choose to install Client Write-Up.
5. When the Client Write-Up installation program begins, click **Continue**.
6. Follow the instructions to complete installation. Install Client Write-Up directly to the C: drive (root drive). A Client Write-Up icon appears on your desktop once the installation is complete.

IMPORTANT The Backup path and Data path are Drake-recommended settings. Please do not change these without first consulting Drake Support.

Network Installation

NOTE Drake supports the software on networks that are properly configured. Drake cannot provide technical support for the network itself. Please consult an IT professional for network setup and support.

To install Client Write-Up for network use, complete the following:

1. Close all programs.
2. Install Client Write-Up to the C: drive of the server. The installation to the server follows the same basic steps as the stand alone installation. The program can be installed either directly on the server, or *to* the server *from* a workstation. Be sure to select the correct server drive.
3. Insert the Drake Software CD into the CD drive. Use the latest release of the program.

NOTE If you are installing to a network, click **Print** from the opening installation dialog box to print these instructions.

4. Autorun displays a screen with installation selections. If the screen doesn't open automatically, from the **Start** menu click **Start > Run**. In the **Open** field, type

d:\setupcwu.exe (substitute the correct drive letter of your CD drive if not '**d**') and click **OK**. The installation must be performed to the root drive (C:).

5. Choose to install Client Write-Up.
6. When the Client Write-Up installation program begins, click **Continue**.
7. Follow the instructions to complete installation. Install Client Write-Up directly to the C: drive (root drive). A Client Write-Up icon appears on your desktop once the installation is complete.

WARNING

Map the workstations to the C: drive of the server where Client Write-Up was installed. Use the same network drive letter for each workstation. Please consult an IT professional to help map these drives.

Next, from each workstation, run **NWClient**.

1. Go to **Start** > **Run**.
2. In the **Open** field, type `f:\` (substitute your network drive letter for 'f') and press **Enter**.
3. Double-click the **CWU2011** folder.
4. Double-click **NWClient**.
5. Click **OK** on the **Shortcut Installed Successfully** window. The Client Write-Up icon is placed on the desktop. This icon opens CWU from the server.
6. Repeat all five steps above on each computer workstation that will be running CWU.
7. Verify that a Drake CWU shortcut exists on the desktop of each workstation. The caption should say **Drake 2011 CWU — 'f' Drive** where 'f' is the drive letter mapped in step 2 above.

After installation, the client data path and the backup data path defaults are to the following locations on both the server and workstations:

Data Path:\CWU2011\clients\

Backup Path:\CWU2011\clients\backups\

WARNING

Please *do not* change these paths. If you change the Backup or Data path, it changes for all computers and could prevent opening a client file.

You can verify these paths by opening Client Write-Up and going to **Firm** > **Firm Info./Global Settings**.

If you have any questions about setting up CWU on a network, please call our support staff at (828) 349-5547.

Rather than using the CD to install Client Write-Up, you can download and install the latest version of the software from Drake's Support website.

NOTES

To download the software, log in to Drake's Support website at http://www.Support.DrakeSoftware.com. Once you've logged in, from the **Resources Overview** page, click the **Download Center** link. Click on the **Client Write-Up 2011** link. You'll have the option of saving the download to your computer and installing later or installing right from the Download Center.

Activate Client Write-Up

Client Write-Up must be activated for you to have full access to the software. If CWU is not activated, you may operate the software in **Demo** mode. In **Demo** mode, you have full use of the program for 90 days with the exception of printing and e-filing Forms W-2 and 1099.

To activate CWU, complete the following:

1. Go to **File > Activate CWU**.
2. Click **Activate Software.**
3. Enter the software serial number.
4. Click **OK**.

Setup Wizard

Designed to guide you through the software setup screens, the Setup Wizard appears each time the program is opened until all required setup items are completed. A green check mark indicates that a setup item is complete.

Figure 1-1: Setup Wizard

CWU2011 - Setup Wizard
Welcome to the Client Write-Up Setup Wizard
Setup Wizard will guide you through entering basic information. The first section is required for basic setup. The other sections deal with Payroll, Payables, Receivables, and other recommendations.
Do not show Setup Wizard at program startup.
REQUIRED
Firm Info
Enter your firm's Information and change global settings. Req.: EIN, EFIN, Drake Pwd, Acct No. & Email Address.
Client Information
Enter information about your Active Client.
Security Setup
Setup Password Security for Administators, Office Managers and Data Entry Employees.

You are not required to use the Setup Wizard. To keep the Wizard from opening at program startup, select **Do not show Setup Wizard at program startup**. Click **File > Setup Wizard** to return to the Setup Wizard at any time. Click **Exit** to close.

System Date Format

CWU requires that your computer use the MMDDYYYY date format. To set your computer to use this format, locate the version of Windows you are using and follow the instructions listed.

Windows 2000

1. Click **Start**, then **Settings**, then **Control Panel**.
2. Double-click **Regional Options**.
3. Select the **Date** tab.
4. Set the date to the **`MM/dd/yyyy`** format.
5. In the **Date separator** field, select to use a forward slash ("/") from the drop list.
6. Click **OK**.

Windows XP

1. Click **Start**, and then click **Control Panel**.
2. Double-click **Regional and Language Options**.
3. From the **Regional Options** tab, click the **Customize** button.
4. On the **Customize Regional Options** dialog box, select the **Date** tab.
5. In the **Short date format** field, either type **`MM/dd/yyyy`** or select this format using the drop list.
6. In the **Date separator** field, select to use a forward slash ("/") from the drop list.
7. Click **OK**.

Windows Vista

1. Open the **Control Panel**.
2. Click **Clock, Language, and Region**.
3. Click **Regional and Language Options**.
4. Click the **Customize this format** button.
5. Select the **Date** tab.
6. In the **Short date format** field, select the **`MM/dd/yyyy`** format using the drop list.
7. Click **OK**.

Windows 7

1. Open the **Control Panel (All Items view)**.
2. Click **Clock, Language, and Region**.
3. Click **Region and Language**.
4. Select the **Formats** tab.
5. In the **Short date** field, select the **`MM/dd/yyyy`** format using the drop list.

6. Click **OK**.

CWU Manual and Help Updates

Because your Client Write-Up software is continuously being enhanced, the pages in your software manual and the program Help file will occasionally need to be updated.

The Client Write-Up Help system is updated every time there is a change to the way the program operates or there is an update to the program's features. You should update the Client Write-Up Help file at least once a month.

To download the latest Help file:

1. Go to http://www.Support.DrakeSoftware.com.
2. From the **Resources Overview** page, click the **Download Center** link.
3. Click the **Client Write-Up 2011 Release Date - January 3, 2011** link.
4. Scroll to the bottom of the page.
5. Click the **2011 Client Write-Up Help File** link.
6. Click **Run**.
7. Click **Run** again (on the **Security Warning** window).
8. Specify the drive where Client Write-Up is installed and click **OK**. Installation should only take a few seconds.
9. When the **All items were successfully extracted** message displays, click **OK**.

To download the latest version of the manual:

1. Go to http://www.Support.DrakeSoftware.com.
2. Click the **Training Tools** link on the left side of the page.
3. Click the **Manuals** link.
4. Scroll down to the **Client Write-Up Manuals** section and click the **2011 Client Write-Up Manual** link. Once the file opens, you can **Save** or **Print** the manual.

If you have a printed copy of the Client Write-Up manual, you will periodically need to print and replace (or add) pages as they are updated. These are referred to as "Addendum Pages."

To download manual addendum pages:

1. Go to http://www.Support.DrakeSoftware.com.
2. Click the **Training Tools** link on the left side of the page.
3. Click the **Manuals** link.
4. Scroll down to the **Client Write-Up Manuals** section and click the **Instructions** link. This PDF file lists the details of each manual addendum page update. Once the file opens, you can **Save** or **Print** the file.

5. Click the specific addendum page number to view the updated page. Once the file displays, you can **Save** or **Print** the page and insert it into your printed manual.

NOTE

Purchase a printed copy of the Client Write-Up manual by going to http://www.Support.DrakeSoftware.com, click on **Client Write-Up** on the left side of the page. Then select the link at the top right of the page that says **Click here to order a copy of the CWU 2011 Manual**.

We suggest you download the entire manual to your computer's desktop. Having an electronic copy of the manual on your computer provides you the ability to quickly search for your desired topic. Since the manual is updated frequently, you should download the entire manual to your desktop at least once a month.

Navigation

CWU is a Windows-based program and has standard drop list menu navigation. The following tips will aid in navigating the program.

- Press ESC to exit any window or dialog box.

NOTE

Pressing ESC to exit a screen does not save the information on that screen. You must click the **Save** button to save your data.

- Press ENTER or TAB to move to the next field.
- Press ALT to activate the menu bar, then type the letter that corresponds with the underlined letter in the menu bar. To choose a command from the drop list, type the letter that corresponds with its underlined letter. For example: Press `Alt > f > n` to select **File** > **New Client**.
- Use the mouse to select menu items and commands. Click the right mouse button for additional selections such as cut, copy, and paste.
- Access many of the functions in Client Write-Up with a single mouse click by clicking an icon on the **Home** window. See "Appendix H - Home Screen Shortcuts" on page 337 for a description of these shortcuts.

Documentation Standards

Use the following key in reading this manual:

- Window/dialog box names, tab names, and field names — Window/dialog box names, tab names, and field names appear bold (**Account & Payroll Information** dialog box, **Payroll Info** tab, **Firm Name** field).
- Dialog box buttons — Dialog box buttons appear bold (**Save**).
- Keyboard keys to type — Appear in bold. (Press **Y** for Yes.)
- Command paths — Appear bold and separated by an angle bracket ">" (**Setup** > **Display Settings**).

- "Click" means to press the left mouse button. "Double-click" means to press the left mouse button twice in rapid succession. "Right-click" means to press the right mouse button.

Hot Keys

Hot keys are buttons or keyboard shortcuts used to speed data entry. The following list details some of the most commonly used shortcuts.

F2 — Displays one of the following, depending on the window and field:

- A list of postable account numbers and names from the Chart of Accounts.
- A list of vendor codes and names.

F3 — Displays all employee codes and names.

F4 — Displays a list of contractor codes and names.

Date Fields

Date fields are entered either directly, using the MMDDYYYY format, pressing the plus (+) or minus (-) keys to increase or decrease the month, day, or year, or by using the drop list calendar function.

To enter a date using the drop list calendar function, complete the following steps:

1. Click the date selection drop list (Figure 1-2), select the year and month, then click the specific date. Once the day has been selected, the date field is filled using the MM/DD/YYYY format.

Figure 1-2: Date Selection Drop List

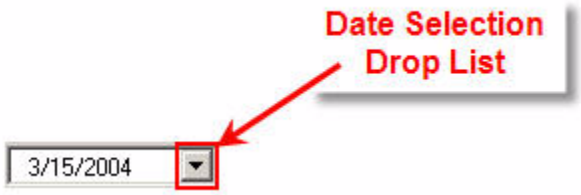


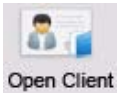
Figure 1-3: Calendar Function

2. Click the year and use the up and down arrows ( ) to increase or decrease the year (Figure 1-3).
3. Click the month (Figure 1-4) to display the list of months. Select the month from the list. You can also use the left and right arrows ( ) to move backward or forward a month at a time.

Figure 1-4: Month Selection

4. Once the month and year are selected, click the day on the calendar for the specific date. The selected date fills the field.

Changing the Active Client



To view a different client's information, from the Client Write-Up **Home** window, go to **File > Open Client**. Next, select the client and click **OK**.

2 Global Setup

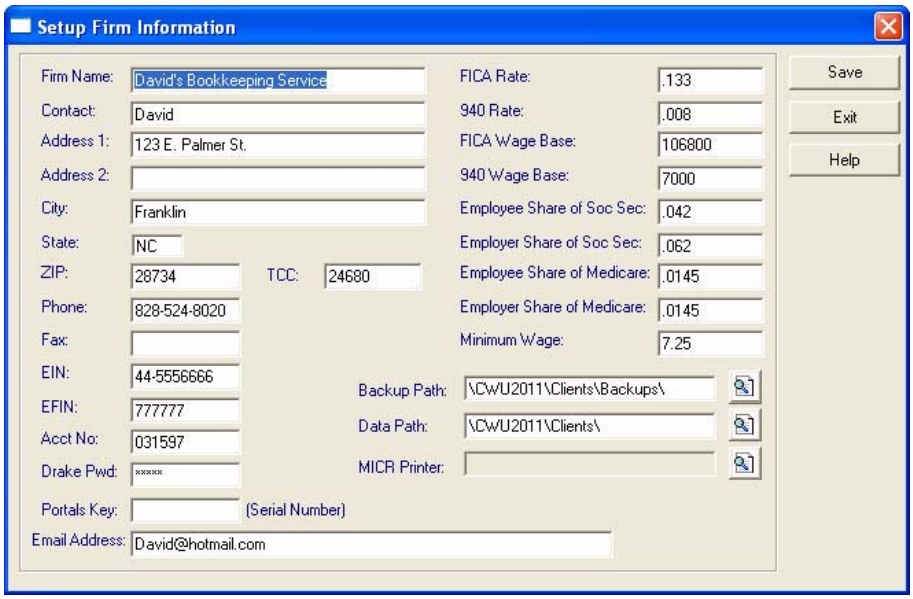
Global setup options are used throughout CWU for all clients. These include:

- Entering information about your firm (Firm name and contact information, EIN, EFIN, Drake password, etc.)
- Setting up security authorization passwords
- Entering Direct Deposit authentication information (if the Direct Deposit feature will be used)
- Setting up 94X series tax return preparer information
- Designating the default MICR printer
- Designing MICR check layouts that can be used by all clients
- Check stub and form printing adjustments

Firm Info/Global Settings

The first time you launch Client Write-Up, the program opens the **Setup Firm Information** window. Enter the information on this window before entering transactions, but it is not required at this time. Access this window later from **Firm > Firm Info./ Global Settings**.

Figure 2-1: Firm Info./Global Settings



NOTE There is one **Firm Info./Global Settings** for all clients and reflects the information that the IRS associates with your EIN.

To enter the global firm information, complete the following:

1. Go to **Firm** > **Firm Info./Global Settings**.
   - **Firm Name** (Required) — Enter the firm name of your bookkeeping or accounting company.
   - **Contact** — This is the person that can communicate with the IRS in reference to the clients' accounts. The contact is required in order to file electronically.
   - **Address** — Enter the firm's address.
   - **Zip** — Enter the Zip and the **City** and **State** autofill.
   - **TCC** — Enter the five-character alphanumeric Transmitter Control Code (TCC) assigned by the IRS/ECC-MTB. A TCC must be obtained to e-file data with this program. Submit Form 4419 to the IRS to obtain a TCC.

NOTE See "Appendix K - Preparing to e-file 1099s" on page 343 for details on getting a Transmitter Control Code and registering to use the IRS's FIRE website.

   - **Phone and Fax** — Enter the firm's primary phone number and fax number.
   - **EIN** (Required) — Enter the firm's Employer Identification Number (EIN).

NOTE A Social Security Number may be entered in the **EIN** field. 1099s and W-2s can be e-filed using a Social Security Number; however, if transmitting W-2s with a Social Security Number in the **EIN** field, the firm must be a sole proprietorship with no employees.

   - **EFIN** (Required) — Enter the firm's Electronic Filing Identification Number (EFIN).
   - **Acct No** (Required for e-filing) — Enter your Drake account number that is found on the software's packing slip. This number is required to e-file 94X series tax returns.
   - **Drake PWD** — Enter your Drake Password that is found on the software's packing slip.

NOTE The EIN, EFIN, Account Number, and Drake password must be entered in order to file Forms 940, 941, 944, 941SS electronically.

   - **Portals Key (Serial Number)** — See "Appendix G - Portals" on page 321 for information on how to get a **Portals Key** and the use of Portals.
   - **Email Address** (Required for e-filing) — This is used throughout the program for forms requiring the firm's e-mail information.
   - **Tax Rates, Wage Base, Social Security, Medicare, and Minimum Wage** — These fields are determined by the IRS and were accurate when the program shipped. These figures must be manually updated if they are changed by

the government. For example, if the government changes the minimum wage, go to **File > Firm Info./Global Settings**, enter the new minimum wage rate, and click **Save**.

- **Backup Path** — This is the location where copies of client data are backed up. The default backup path is \CWU2011\Clients\Backups. To specify a different location, enter the path or click the button to the right of the text box and browse to a new location. This is also the backup location used before every **Post Transactions** process.
- **Data Path** — This designates the storage location for the client files. The default (and recommended) data path is \CWU2011\Clients.

WARNING **Do not change the location of the data path without the supervision of CWU Support. Call CWU Support at (828) 349-5547 for assistance.**

- **MICR Printer** — Assign the default printer used to print MICR checks, or at the time MICR checks are printed. MICR check printing requires a high quality laser printer using MICR toner.

  If using blank (not pre-printed) MICR check stock to print payroll or vendor checks, specify your MICR printer.

  – Click the button to the right of the **MICR Printer** text box.
  – Select your MICR check printer from the drop list and click **OK**.

  Refer to "MICR Check Set Up" on page 24 for additional setup information for printing MICR checks.

2. Click **Save**.

IMPORTANT Always click **Save** before exiting a dialog box or window or you will lose your changes.

Security Set Up

NEW FOR 2011 Restrict access to various parts of Client Write-Up using three Administrator-assigned security groups.

Setting login security is not required but recommended.

Users must correctly enter the user ID and password combination assigned by the Administrator to access the CWU program.

There are three levels of access available: Administrator, Office Manager, and Data Entry Employee. Each of these levels have specific access to parts of the CWU program..

Table 2-1: Security Access Based on Security Level

Security Level	Access Available
Administrator	Full Access
Office Manager	Full access except Firm > Security Setup
Data Entry Employee	Access to all areas except: • **Home** window, **New Client** icon • **Home** window, **Setup Options** icon • **Home** window, **Deductions & Benefits** icon • File > New Client • File > Setup Wizard • Firm menu • Employees > Account & Payroll Information • Employees > Deductions & Benefits • Contractors > Account & Payroll Information • Bookkeeping > Enter Transactions (**Delete** button) • Payables > Enter New Invoices (**Delete** button) • Payables > Check Writer • Receivables > GL Account Dist File • Receivables > Delete Invoices/Line Items (**Delete Invoice** button) • Tools > File Maintenance > Delete Client • Setup > Client Information • Setup > MICR Bank Accounts • Setup > Check and Stub Options • Setup > Headers & Footnotes • Setup > Report Options • Setup > 94X Form Settings

Setting Up User IDs and Passwords

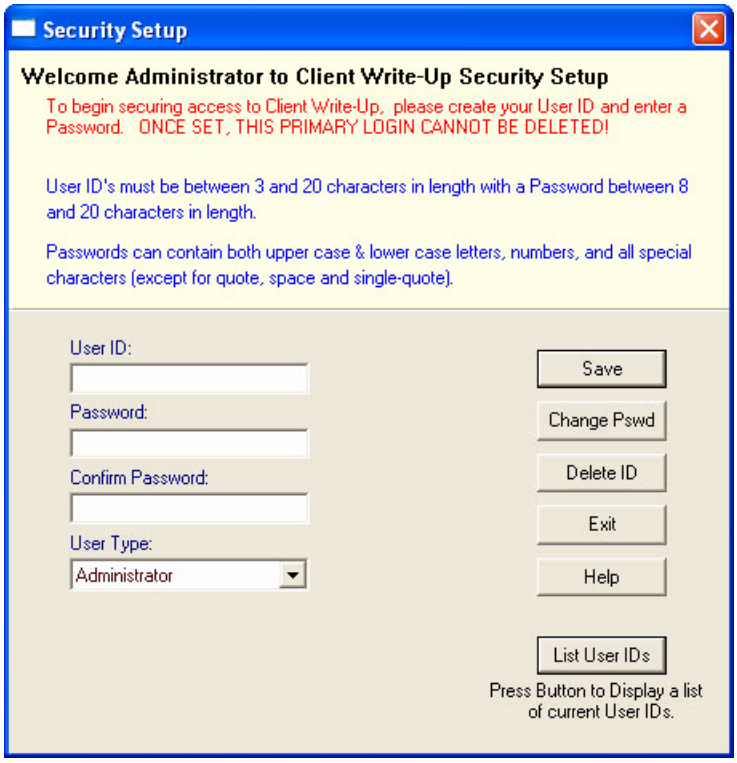
The Administrator can set up an unlimited number of each **User Type** (Administrator, Office Manager, and Data Entry Employee). Administrators assign all user IDs and passwords.

IMPORTANT Once security is set up, it cannot be removed.

To set up user IDs and passwords:

1. Go to **Firm** > **Security Setup**.

Figure 2-2: User ID and Password Setup window


Security Setup
Welcome Administrator to Client Write-Up Security Setup
To begin securing access to Client Write-Up, please create your User ID and enter a Password. ONCE SET, THIS PRIMARY LOGIN CANNOT BE DELETED!
User ID's must be between 3 and 20 characters in length with a Password between 8 and 20 characters in length.
Passwords can contain both upper case & lower case letters, numbers, and all special characters (except for quote, space and single-quote).
User ID:
Password:
Confirm Password:
User Type:
Administrator
Save
Change Pswd
Delete ID
Exit
Help
List User IDs
Press Button to Display a list of current User IDs.

IMPORTANT

An Administrator ID and password must be set up before any other **User Type** is set up. Once the Administrator is set up, all users must login to access CWU. The Administrator ID cannot be deleted.

2. Enter the **User ID** and user **Password**. User IDs must be between 3 and 20 characters long and are not case sensitive. Passwords must be between 8 and 20 characters long and are case sensitive. Reenter the password to confirm it.
3. Use the drop list to select the **User Type**. See Table 2-1 for information on security levels.
4. Click **Save**.
5. Continue entering and saving **User IDs** and **Passwords** as needed.

Click **List User IDs** to list all users IDs by user type.

Changing a Password

The Administrator can change a user's password. Passwords cannot be recovered. If a password is forgotten or lost, the Administrator can go to the **Security Setup** window to change the user's password.

To change the user's password:

1. Go to **Firm** > **Security Setup**.

2. Enter the user's ID in the **User ID** field.
3. Enter and confirm the new user password.
4. Click **Save**. See "Changing a User's Password" on page 20 for instructions on how a user can change his or her own password.

Deleting a User ID

The Administrator can delete a user ID and eliminate that user's access to CWU.

NOTE Deleting all user IDs eliminates all security from CWU. If a password-only user is set up then access is granted to CWU only by using that password..

To delete a User ID:

1. Go to **Firm** > **Security Setup**.
2. Enter the user's ID of the user to be deleted.
3. Click **Delete ID**.

Changing a User's Password

All users can change their password.

For a user to change their password:

1. Go to **Firm** > **Change Password**
2. Enter the **User ID**
3. Enter the current user password
4. Enter and confirm the new password
5. Click **OK**.

Direct Deposit

There are three options for producing payroll. Payroll checks can be printed using either preprinted or blank MICR check stock, and you can enter payroll information after-the-fact (ATF). You can also use Direct Deposit for some or all employee and contractor pay checks. Two accounts can be established with InterceptEFT for greater flexibility of payroll disbursement. Specify which account to use for each Direct Deposit transmission.

IMPORTANT An Internet connection is required to use the Direct Deposit feature.

To use the Direct Deposit feature, complete the following steps:

1. Establish your account with InterceptEFT. See "Establishing Your Account with InterceptEFT" on page 21.
2. Complete the Direct Deposit setup. See "Direct Deposit Setup" on page 21.

3. Identify which employees and contractors will receive their pay by direct deposit. Refer to the **Direct Deposit** tab information under "Employee Setup" on page 72 and under "Contractor Setup" on page 125 for direct deposit set up instructions.
4. Enter live payroll information that includes direct deposit employees and/or contractors. Print check stubs if you desire. See "Live Employee Payroll" on page 86 and "Live Contractor Payroll" on page 130 for more information.
5. Transmit the pay information to InterceptEFT. See "Transmitting Employee Direct Deposits" on page 107 and "Transmitting Contractor Direct Deposits" on page 143.

Establishing Your Account with InterceptEFT

Drake has partnered with InterceptEFT to provide Direct Deposit services.

Contact InterceptEFT at 1-866-431-9926 to establish your direct deposit account. Drake has negotiated discount pricing with InterceptEFT for this service. When speaking to InterceptEFT, you must identify yourself as a Drake client in order to take advantage of this special pricing.

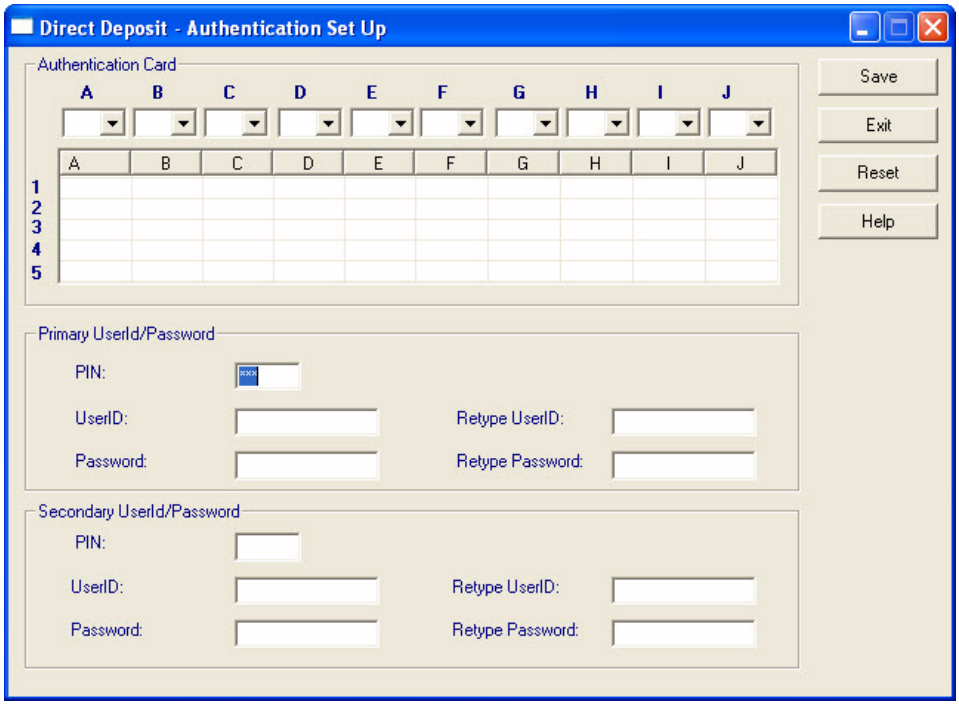
Direct Deposit Setup

Once you've sent your request for an account to InterceptEFT, they will send a packet of information to you regarding your account. All of the information required to complete the **Firm > Direct Deposit Authentication** screen is included in that packet.

To complete the Direct Deposit setup, complete the following steps:

1. Go to **Firm > Direct Deposit Authentication**.

Figure 2-3: Direct Deposit Authentication



2. Carefully enter the letters and numbers to match the Authentication Card received from InterceptEFT.
   - To enter the letters and numbers, double-click a row in the five row grid.
   - Use the drop lists to select letters and numbers.
   - Save each row entered before proceeding to the next row.

InterceptEFT sends new Authentication cards periodically. Enter the new letters and numbers each time you receive a new card.

3. Enter the **PIN**, **UserID**, and **Password** of the "Primary" InterceptEFT account. The fields display asterisks. Reenter the primary **UserID** and **Password**.
4. If a second account has been established with InterceptEFT, enter the **PIN**, **UserID**, and **Password** of the "Secondary" account. The fields display asterisks. Reenter the secondary **UserID** and **Password**.
5. Click **Save**.

IMPORTANT

InterceptEFT is Drake's agent for Direct Deposit. You must call them (1-866-431-9926) and establish your account prior to using the Direct Deposit feature. Drake has established a special fee schedule with InterceptEFT for its clients. It's important that you identify yourself as a Drake client whenever you communicate with InterceptEFT.

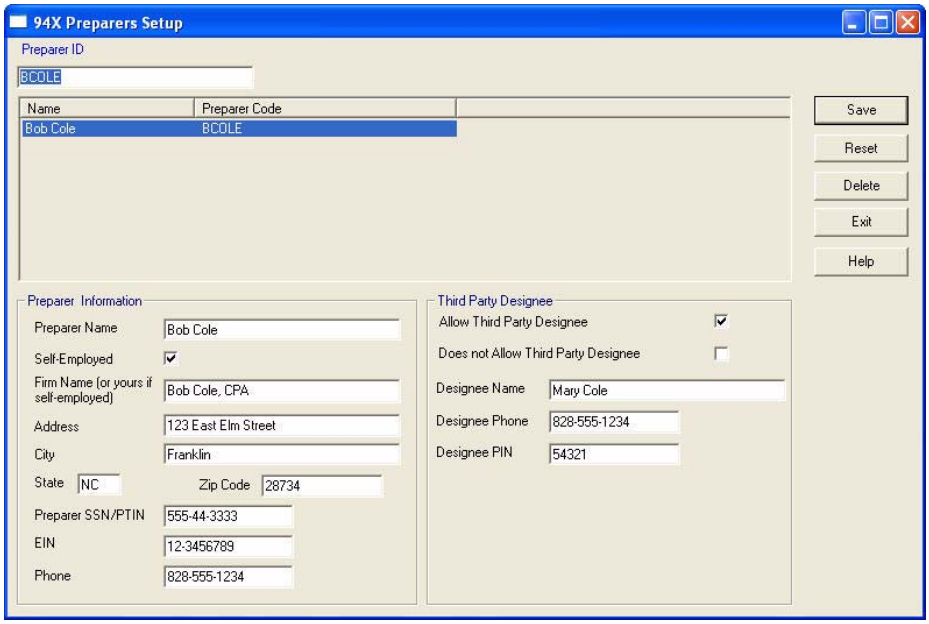
94X Preparer Setup

Complete the **94X Preparers Setup** screen and the **Paid Preparers Use Only** section of 94X series tax returns automatically fills. This information is available for use by all clients and is not client specific.

To enter 94X preparer information, complete the following:

1. Go to **Firm > 94X Preparer Setup**.

Figure 2-4: 94X Preparer's Setup



2. Enter a preparer code into the **Preparer ID** field and press ENTER, or click **New**. Preparer codes are alphanumeric and can be up to 20 characters long. Once a valid preparer code is entered, the information fields are enabled. Once the preparer information has been saved, the **Preparer ID** cannot be changed.
3. Complete the following field information:
   - **Preparer Name** — Enter the name of the preparer that will be completing the 94X series tax returns.
   - **Self-Employed** — Select this option if the preparer is self-employed and doesn't work for a firm.
   - **Firm Name** — If the preparer works for a firm, enter the name of the firm. If the preparer is self-employed, enter the preparer's name.
   - **Address, City, State, Zip Code** — Enter the full address of the preparer.
   - **Zip Code** — Enter the preparers Zip Code and the **City** and **State** autofill.
   - **Preparer SSN/PTIN** — Enter the preparer's SSN or PTIN (Preparer Tax Identification Number). Apply for a PTIN using Form W-7P. Do not include dashes. The number is formatted when the screen is saved.
   - **EIN** — If the preparer works for a firm, enter the firm's EIN. Do not include dashes. The number is formatted when the screen is saved.

- **Phone** — Enter the preparer's phone number. Do not include dashes. The number is formatted when the screen is saved.

4. Enter the following in the **Third Party Designee** section:
   - **Allow Third Party Designee/Does not Allow Third Party Designee** — Select to allow or not allow use of a third party designee. By selecting **Allow**, you authorize the IRS to talk to the designee about the return. The **Designee Name**, **Phone**, and **PIN** fields become active when the **Allow** option is selected.
   - **Designee Name** — Enter the name of the third party designee.
   - **Designee Phone** — Enter the phone number of the third party designee. Do not include dashes. The number is formatted when the screen is saved.
   - **Designee PIN** — Enter a 5-digit self-selected numeric PIN for the **Third Party Designee**.
5. Click **Save**.

MICR Check Set Up

Magnetic Ink Character Recognition (MICR) was developed in 1956 for the banking industry and gives banks a secure and faster method of processing checks. It uses special characters and magnetic ink or toner on blank check stock to print the numbers and characters found on the bottom of checks — usually the check number, routing number, and account number. A laser printer that accepts MICR toner is required to print these checks. A document printed with MICR ink is read by passing it through a machine that first magnetizes the ink on the MICR line and then reads the magnetic signals. Each character gives off a magnetic signal unique and identifiable to that character.

MICR Check Stock

Use the following guidelines when purchasing MICR check stock for printing payroll checks:

- 8.5 x 11 sheet size.
- Each sheet divided into three sections — one check with two stubs.
- The check section can be at the top, center, or bottom of the sheet. It is recommended the check be in the bottom section. The checks would thus have a clean bottom edge (no perforations) to slide through the reader.
- The check should be 3.5 inches high. The two stubs do not have to be of equal size but should each be between 3.5 and 4.0 inches high.

Table 2-2 displays the NELCO brand MICR check stock item numbers currently supported by Client Write-Up for printing payroll checks:

Table 2-2: NELCO MICR Check Stock

5110_	80520	80757	L80501_14
80005	80536	80758	L80502_14

Table 2-2: NELCO MICR Check Stock

80013	80537	80759	L80503_14
80135	80539	80760	L80503M_14
80136	80544	80761	L80510_14
80137	80546	80762	L8860_13
80138	80550	80763	L8868_13
80139	80552	80764	L8870_13
80140	80610	80765	LSR301_14
80148	80675	80766	LSR501_14
80150	80676	80767	LSR501M_14
80231	80677	80768	LSR601_14
80233	80678	80769	LSR601M_14
80234	80679	80770	LSRBLK_14
80235	80680	80771	LSRBLKM_14
80257	80683	80773	LSRMID_14
80258	80751	80774	WAVEBOT_
80461	80753	80776	WAVEMID_
80468	80754	80778	WAVETOP_
80469	80755	80780	
80479	80756	8958	

The underscores included in the item numbers above indicate there is a choice of color. For example, WAVETOP_ includes:

WAVETOPB — Blue

WAVETOPBG — Burgundy

WAVETOPGN — Green

WAVETOPGY — Gray

WAVETOPT — Taupe or Tan

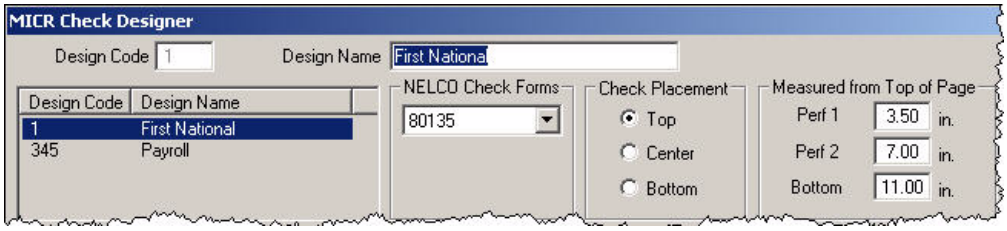
NOTE Go to www.DrakeSupplies.com to purchase check stock.

MICR Check Design

Complete the following steps to set up MICR check printing using blank check stock. These steps are necessary only once.

Go to **Firm > MICR Check Global Designer** to create a new MICR check design or customize the appearance of an existing MICR check design. Create one or more check designs. MICR check designs are available for use by all clients and are not client specific. Every design is available to every client and every MICR bank account.

Figure 2-5: MICR Check Global Designer



Create a New MICR Check Design

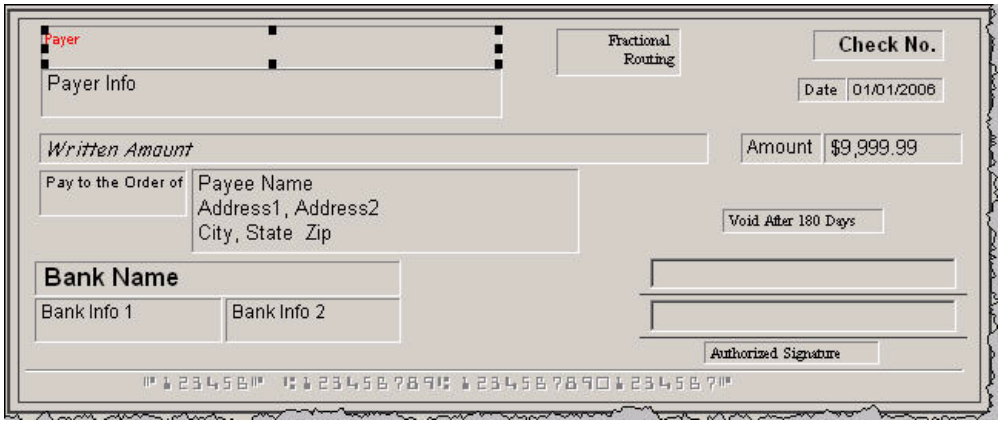
1. **Design Code** — Enter any positive whole number between 1 and 9999. This number should be unique for each design. Click **New**.
2. **Design Name** — Enter a name for your design.
3. **NELCO Check Forms** — Select a form from the drop list of supported blank check stock. When one of these forms is selected from the list, the check placement and measurements for printing are automatically set. If needed, the **Check Placement**, **Perf 1**, **Perf 2**, and **Bottom** settings can be adjusted to match your check stock.

NOTE

Nelco check stock is not required to use CWU for printing MICR checks. If you use a different brand of MICR checks, edit the **Check Placement** and **Measured from Top of Page** settings to match your check stock.

4. **Check Placement** — Blank check stock comes in 8.5 X 11 inch sheets and is perforated with the "check" portion at the top, bottom, or center of the page. Determine your check placement and select the appropriate option button.
5. **Measured from Top of Page** — Measure the following from the top of the check stock:
   - **Perf 1** — Measure from the top of the page to the first perforation and enter that measurement into the **Perf 1** field.
   - **Perf 2** — Measure from the top of the page to the second perforation and enter that measurement into the **Perf 2** field.
   - **Bottom** — Enter the measurement of the length of the page, from top to bottom and enter that into the **Bottom** field.

Figure 2-6: MICR Check Designer



6. The **MICR Check Designer** also shows a mock-up of a check including default fields with their locations and sizes. Move or resize the check's fields so that they print properly. Select a field by clicking it. The field name turns red and resizing handles (eight small black squares) appear along the border. Rest your pointer over the resizing handles and the cursor changes to a double-headed arrow; this indicates the resizing mode. Click, hold down the button, and drag the handle to resize the field. To move a field, rest your pointer anywhere over the field. The cursor is displayed as a four-headed arrow. Using this cursor, click, hold, and drag the field to the desired position on the check.

   The routing and account numbers are not accessible in the check designer. There are strict rules for the format and placement of these fields. CWU prints the information in the appropriate place when a check is printed. The information that goes in these fields (the account number and routing number) is entered in **Setup > MICR Bank Accounts**.

Figure 2-7: Font Tool

7. Use the **Font Tool** section at the bottom of the **MICR Check Designer** to set the font, font style, and font size of each field on the check. The current settings for the check appear on the right side under **Current Font Settings**. To change a field's font style, select the field. The selected field's font attributes are displayed on the left side of the **Font Tool**. Use the **Name** and **Size** drop lists and the **Bold**, **Italic**, and **Underline** check boxes to set the selected field's individual appearance.

   To make one field's style look like another field, first select the field with the style to be copied. Click **GetFont**. Select the field to be changed. Click **Apply**. Repeat the process by selecting another field and click **Apply**.

CWU uses “True Type” fonts only.

NOTE

Use the **Defaults** button to revert to the default settings for your checks. Click **Save** after clicking **Defaults**. This is also a good way to return to the default settings if you have been trying to design your own checks and want to start again.

8. When satisfied with the design, click **Save**.

Specify the MICR Printer

You must tell CWU what printer to use for MICR checks. See “MICR Printer” under the **Firm Info./Global Settings** section.

To specify the default MICR printer:

1. Go to **Firm > Firm Info./Global Settings**.
2. Click the button to the right of the **MICR Printer** text box.
3. Select your MICR check printer from the drop list and click **OK**.
4. Click **Save**.

Edit an Existing MICR Check Design

To edit an existing MICR check design:

1. Go to **Firm > MICR Check Global Designer**
2. Double-click one of the entries in the designs list (below the **Design Name** header) to access an existing design, or enter the design code and press **Enter**. Sort the order of the designs list by clicking the column header (**Design Code** or **Design Name**). A representation of the check is displayed. In addition, the fields describing check and stub placement are active.
3. Modify the design (see “Create a New MICR Check Design” on page 26).
4. Use the **Reset** button to revert to the previously saved version of an existing design.
5. Click **Delete** to remove a check layout.
6. Click **Save** when design modifications are complete.

When a MICR payroll check is printed, the information flows from the fields in **MICR Bank Accounts** (see “MICR Bank Accounts” on page 47), **Employees > Employee Setup, Personal Info** tab (see “Adding an Employee” on page 72), and **Employees > Live Payroll** (see “Live Employee Payroll” on page 86), or **Contractors > Live Contractor Payroll** (see “Live Contractor Payroll” on page 130), **Net Pay** field.

Click **Save** when design modifications are complete.

MICR Calibration

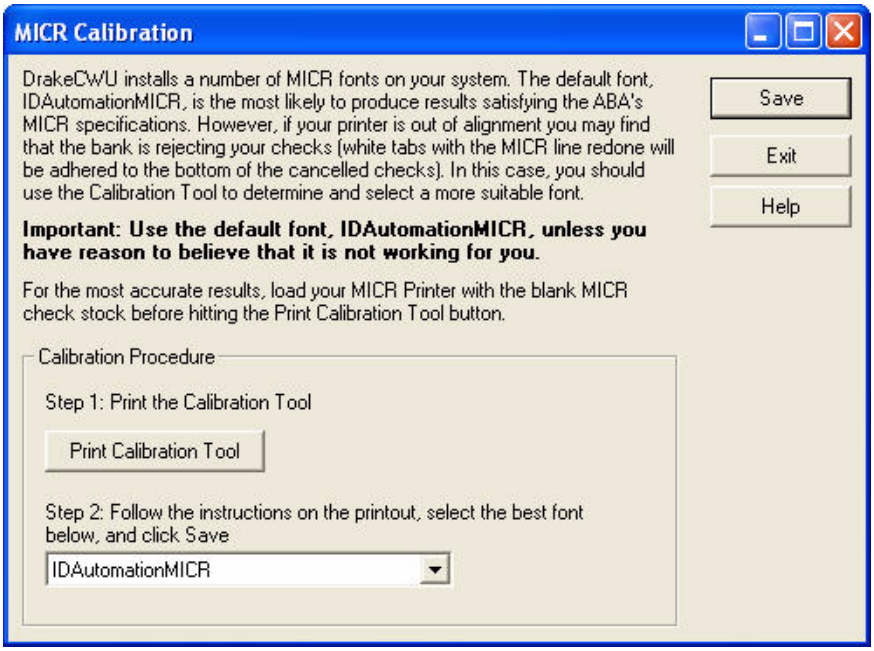
Calibration is a two-step process that ensures the MICR information is printed at the correct width and intensity. If the bank rejects the MICR font printed, a new font must be selected.

NOTE Please contact CWU Support for assistance.

To select a new MICR font, complete the following steps:

1. Go to **Firm > MICR Calibration.**

Figure 2-8: MICR Calibration


MICR Calibration
DrakeCWU installs a number of MICR fonts on your system. The default font, IDAutomationMICR, is the most likely to produce results satisfying the ABA's MICR specifications. However, if your printer is out of alignment you may find that the bank is rejecting your checks (white tabs with the MICR line redone will be adhered to the bottom of the cancelled checks). In this case, you should use the Calibration Tool to determine and select a more suitable font.
Important: Use the default font, IDAutomationMICR, unless you have reason to believe that it is not working for you.
For the most accurate results, load your MICR Printer with the blank MICR check stock before hitting the Print Calibration Tool button.
Save
Exit
Help
Calibration Procedure
Step 1: Print the Calibration Tool
Print Calibration Tool
Step 2: Follow the instructions on the printout, select the best font below, and click Save
IDAutomationMICR

2. Click **Print Calibration Tool**. This prints to the MICR printer selected in **Firm > Firm Info./Global Settings.** Follow the instructions in the calibration tool to determine the correct MICR font for your system.
3. Once you determine the correct MICR font for your system, select it from the **Step 2** list.
4. Click **Save**.

Preprinted Check Alignment

To adjust the printing alignment of data on pre-printed checks, complete the following procedure:

1. Go to **Firm > Check Stub Printing Adjustments**.

2. Select a Pre-Printed check type (top or bottom check stub). The check type selected is displayed in the **Current Form** field and the current settings for this form are displayed in the **Horizontal** and **Vertical** sections.

   Make adjustments to the **Horizontal** and **Vertical** fields. Adjustments made to print positions are in inch measurements. For example, ½ inch would be entered as .5. Click to select **Up**, **Down**, **Left**, or **Right**.
3. Click **Save** to save the check alignment. To revert to the original setting, click **Reset**.
4. Click **Exit**.

NOTE These adjustments are for pre-printed check stubs only and do not affect the printing of MICR checks.

Forms Alignment

To adjust the printing alignment of data on pre-printed forms, complete the following procedure:

1. Go to **Firm** > **Form Printing Adjustments**.
2. Select a form to adjust (standard W2, 4-Up W2, 4-Down W2, W3, W2c, W3c, Forms 1099, 1098, W2G, or 1096). The form selected is displayed in the **Current Form** field and the current settings for this form are displayed in the **Horizontal** and **Vertical** sections.

   Make adjustments to the **Horizontal** and **Vertical** fields. Adjustments made to print positions are in inch measurements. For example, ½ inch would be entered as .5. Click to select **Up**, **Down**, **Left**, or **Right**.
3. Click **Save** to save the form adjustment. To revert to the original setting, click **Reset**.
4. Click **Exit**.

NOTE These adjustments are for pre-printed forms using the “Data Only” option and do not effect the printing of pre-printed forms printed using the “Forms and Data” option.

Portals Setup

Client Write-Up Portals is a web-based service designed to have employers perform some of the more time consuming and labor intensive parts of payroll processing.

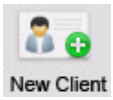
For an overview of Portals, see “Appendix G - Portals” on page 321.

3 Client Setup

Setting up a new client requires entering:

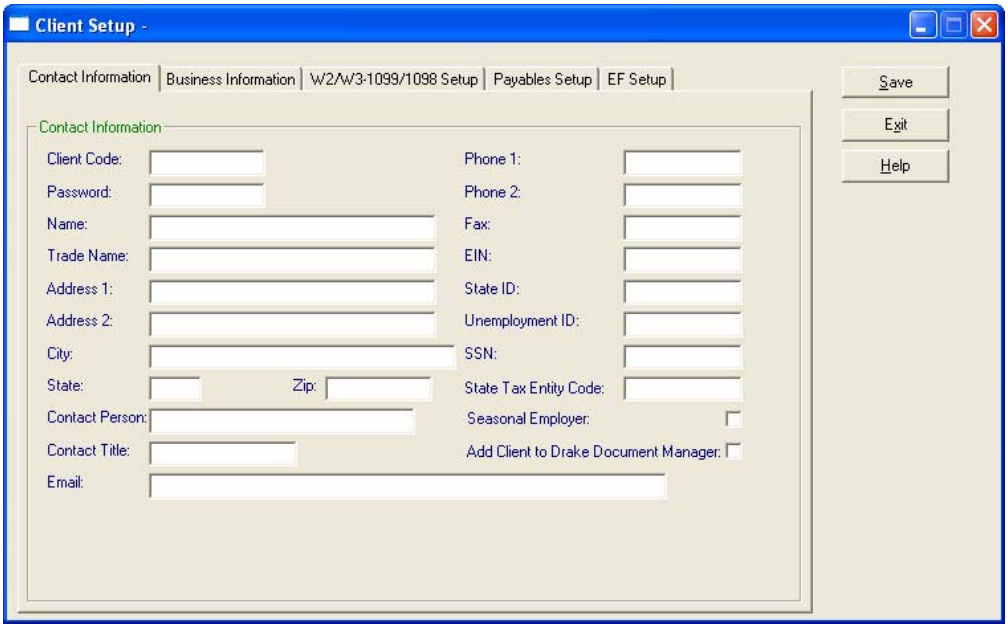
- Client information (company and contact information, type of business, and tax deposit frequency)
- 94X series PIN application information
- MICR bank accounts
- Checks and check stub printing options
- Reporting options
- The client's Chart of Accounts (not required if CWU is used only for payroll)
- W-2 and 1099 electronic filing setup information

Setting Up a New Client



To create a new client, go to **File > New Client** and enter the client's information. Click **Save** when complete.

Figure 3-1: New Client



Contact Information

Complete the **Contact Information** tab of Client Setup (**Setup > Client Information > Contact Information**).

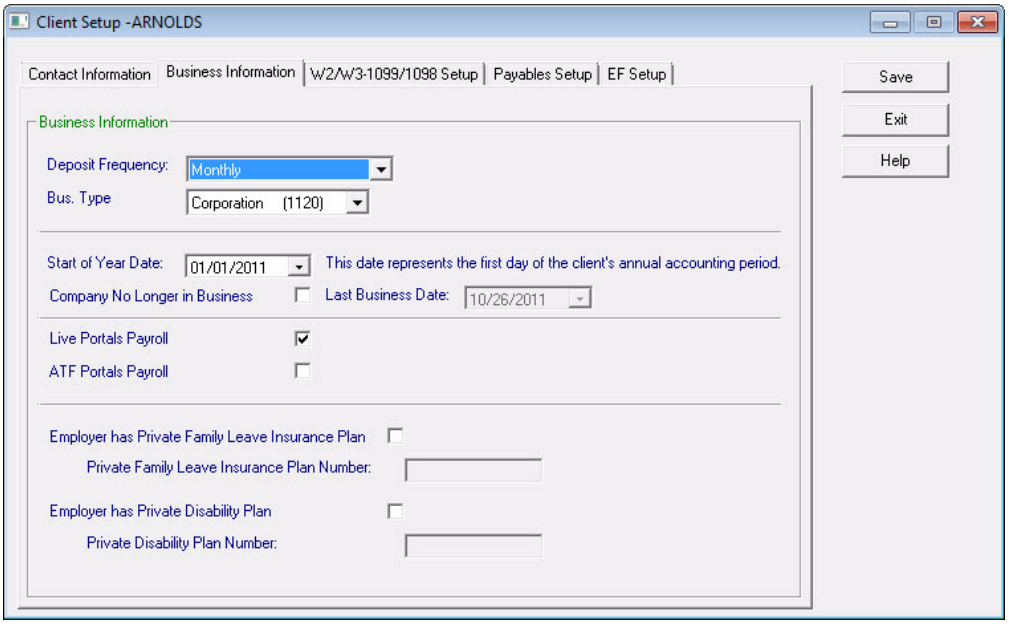
- **Client Code** — Enter up to eight alpha/numeric characters (0 - 9, A - Z, and a - z) including underscores (_). Once the client information has been saved, the **Client Code** cannot be changed. Client codes cannot be reused for another client.
- **Password** — Create a password to access the client's information. There is no password by default and a password is not required. Passwords are case sensitive. Since you select your own password, Drake cannot retrieve a lost or forgotten password. Choose a password you will not forget. Enter a password. Re-enter the password when prompted.
- **Name, Trade Name, Address, Phone, Fax** — Enter all contact information for the client.
- **Zip** — Enter the zip and the **City** and **State** autofill.
- **Contact Person** — Enter the client's primary contact person for tax, payroll, and accounting information.
- **Contact Title** — Enter the contact person's title.
- **Email** — Enter the contact person's e-mail address.
- **EIN** — Enter the client's federal Employer Identification Number (EIN). If the client is a sole proprietor, use the **SSN** field instead of the **EIN** field.
- **State ID** — Enter the client's state identification number.
- **Unemployment ID** — Enter the client's state unemployment identification number.
- **SSN** — If the client is a sole proprietor, enter the owner's Social Security number. This would be used in place of an EIN.
- **State Tax Entity Code** — Enter the client's state tax entity code (if applicable).
- **Seasonal Employer** — This information is used on both Form 941 and Form 941-SS.
- **Add Client to Drake Document Manager** — Select this option to automatically create the folders and subfolder in the Drake Document Manager. Refer to "Appendix D - Drake Document Manager" on page 315 for more information regarding the Drake Document Manager.

NOTE All information, except **Client Code**, can be entered or edited at a later date but must be completed before electronic filing.

Business Information

Complete the **Business Information** tab of Client Setup (**Setup > Client Information > Business Information**).

Figure 3-2: New Client - Business Information



- **Deposit Frequency** — Used to determine whether a Schedule B is required to be filed with Form 941. Select **Semi-Weekly** to produce a Schedule B with Form 941. Select **Monthly** to fill in Line 17 of both Form 941 and 941-SS. Refer to the instructions for Form 941 at *www.irs.gov* for IRS guidelines regarding the appropriate deposit frequency.
- **Bus. Type** — Select one from the drop list: sole proprietor, partnership, corporation, or an S-corporation.
- **Start of Year Date** — Set this date to the first day of the client's business year. For example, if the client's fiscal year begins April 1, the start-of-year date is 04/01/2011. Fiscal or calendar years are allowed.
- **Company No Longer in Business** — Select this option if the client went out of business during 2011. When this option is selected, the **Last Business Date** field is activated where the client's last date in business in 2011 should be entered.
- **Live/ATF Portals Payroll** — If this client is a portals payroll client, specify whether they are a "Live" or After-the-Fact ("ATF") portals payroll client. The default selection is **Live Portals Payroll**.

NOTE Disregard the **Live Portals Payroll** and **ATF Portals Payroll** settings if this client is not a portals payroll client.

- **Employer has Private Family Leave Insurance Plan** — Select this option if the client offers employees a private family leave insurance plan. When this option is selected, the **Private Family Leave Insurance Plan Number** field is activated

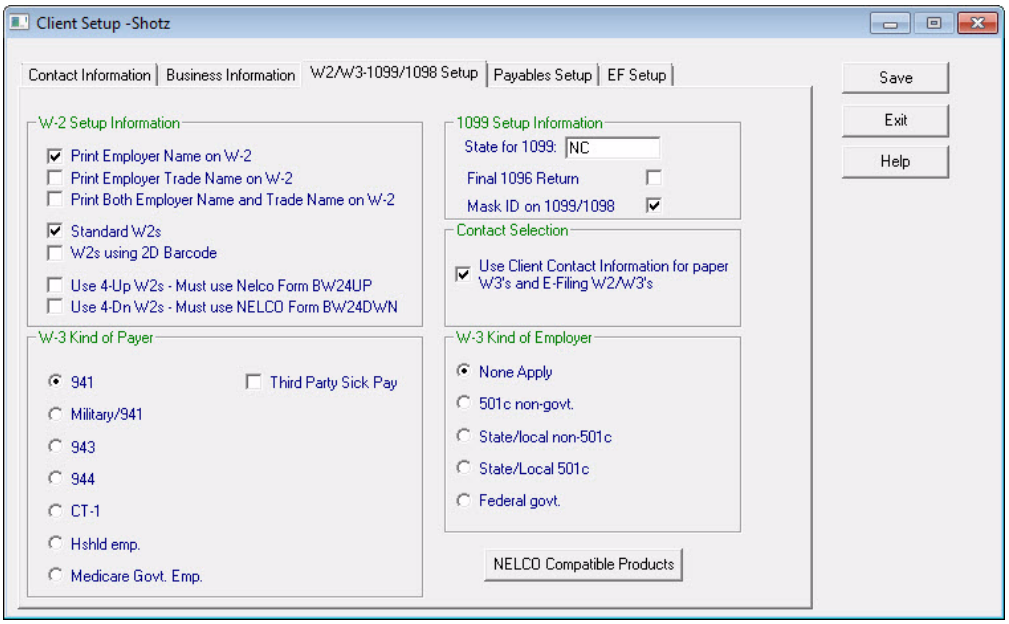
and the employer's plan number should be entered. **Private Family Leave Insurance** should also be set up as a deduction (see "Adding a Deduction" on page 65) with a **Withholding Code** of **FLIW**.

- **Employer has Private Disability Plan** — Select this option if the client offers employees a private disability insurance plan. When this option is selected, the **Private Disability Plan Number** field is activated and the employer's plan number should be entered. **Private Disability Plan** should also be set up as a deduction (see "Adding a Deduction" on page 65) with a **Withholding Code** of **EPDW**.

W-2/W-3-1099 MISC. Setup

Complete the **W2/W3-1099/1098 Setup** tab of Client Setup (**Setup > Client Information > W2/W3-1099/1098 Setup**).

Figure 3-3: New Client - W-2, W-3, 1099, and 1098 Setup



Click to select the desired W-2 printing options.

- **Print Employer Name on W-2**
- **Print Employer Trade Name on W-2**
- **Print Both Employer Name and Trade Name on W-2**
- **Standard W2s** — This is the default selection. When this option is selected, W-2 forms print two per page, one above the other. When this selection is made, all copies of the W-2 and the W-3 can be printed on plain paper when using a laser printer. Print to the preprinted red-line forms if you prefer (or don't have a laser printer).
- **W2s Using 2D Barcode** — Select this option to have a 2D barcode printed at the top of the W-2 copy A and the W-3.

At this time, neither the IRS nor the SSA mandates the use of barcoded forms.

NOTES

Print the W-2 copy A and the W-3 using the **Forms and Data** option when using the 2D barcode option. Refer to "Printing W-2s and W-3s" on page 118.

- **Use 4-Up W2s** — Four W-2 forms print per page — two at the top and two at the bottom of the form. All are for the same employee. Use Nelco form BW24UP.
- **Use 4-Dn W2s** — Four W-2 forms print per page, one above the other. All are for the same employee. Use Nelco form BW24DWN.

NOTE

If no W-2 format selection is made, Form W-2 prints the standard 2-up (two per page, one above the other) format.

- **W-3 Setup Information [Kind of Payer]** — Select the form 94X for the employer (941, Military/941, 943, 944, CT-1, Household Employer, Medicare Government Employer, or Third Party Sick Pay).
- **State for 1099** — Prints on Form 1099-MISC in the state section. The field accepts a two-character state abbreviation (for example, NC for North Carolina). An error message is displayed if the code entered is invalid. This information is sent to the **State** field for the contractor payroll.
- **Final 1096 Return** — Select this option if the client will not be required to file Forms 1098, 1099, or W-2G in the future, either on paper or electronically.
- **Mask ID on 1099/1098** — Select this option to have the SSN and TIN masked on all copies of the 1099 and 1098 except copy A. The IRS requires the full ID number to display on copy A. The masked ID number prints with an "X" in the first 5 positions (e.g. XXX-XX-1234).
- **Use Client Contact Information for paper W3's and E-Filing W2/W3's** — Select this option to use the client's contact information from **Setup > Client Information > Contact Information** rather than the Firm's contact information on the paper W-3 and the e-filed W2 and W3.
- **W-3 Kind of Employer** — Select the option that best describes the employer.
  - **None Apply** — Select this option if none of the check boxes below apply to the employer.
  - **501c non-govt.** — Select this option if the employer is a non-governmental tax-exempt section 501(c) organization.
  - **State/local non-501c** — Select this option if the employer is a state or local government or instrumentality that is not a tax-exempt section 501(c) organization.
  - **State/Local 501c** — Select this option if the employer is a dual status state or local government or instrumentality that is also a tax-exempt section 501(c) organization.

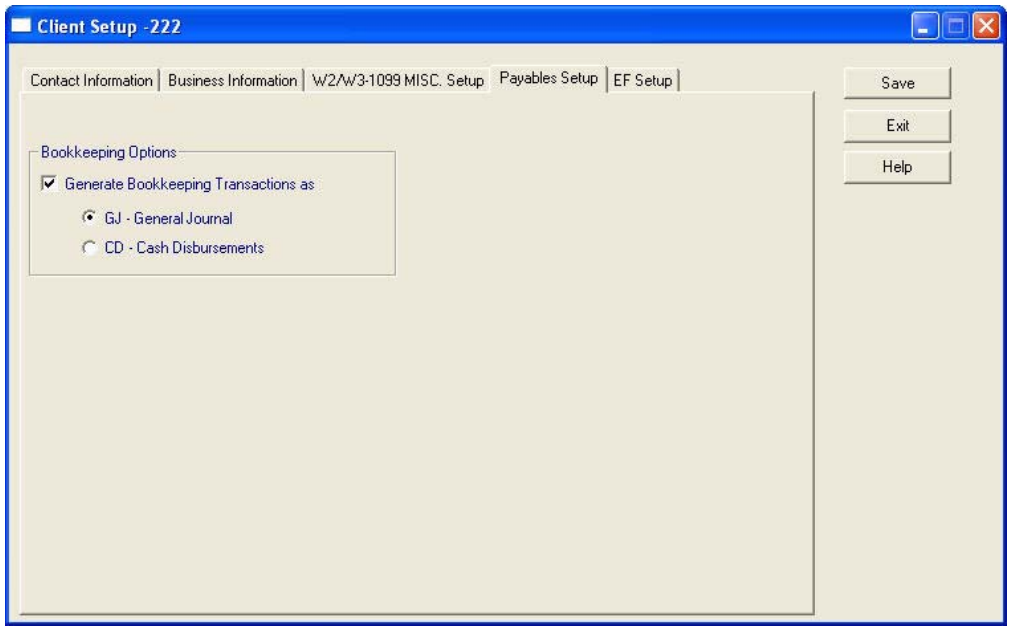
– **Federal govt.** — Select this option if the employer is a Federal government entity or instrumentality.

NOTE Click the **NELCO Compatible Products** link to order Drake-compatible forms, envelopes, and tax office supplies from Nelco Solutions, a Drake business partner.

Payables Setup

If the bookkeeping feature is being used and you'll be using Accounts Payable or the Check Writer, complete the **Payables Setup** tab of Client Setup (**Setup > Client Information > Payables Setup**).

Figure 3-4: New Client - Payables Setup



Select the applicable bookkeeping options for Accounts Payable transactions:

- **Generate Bookkeeping Transactions** — When this option is selected, Accounts Payable transactions automatically post to the transaction journal and the Chart of Accounts when the **Post Transactions** process is performed. This option requires a Chart of Accounts.

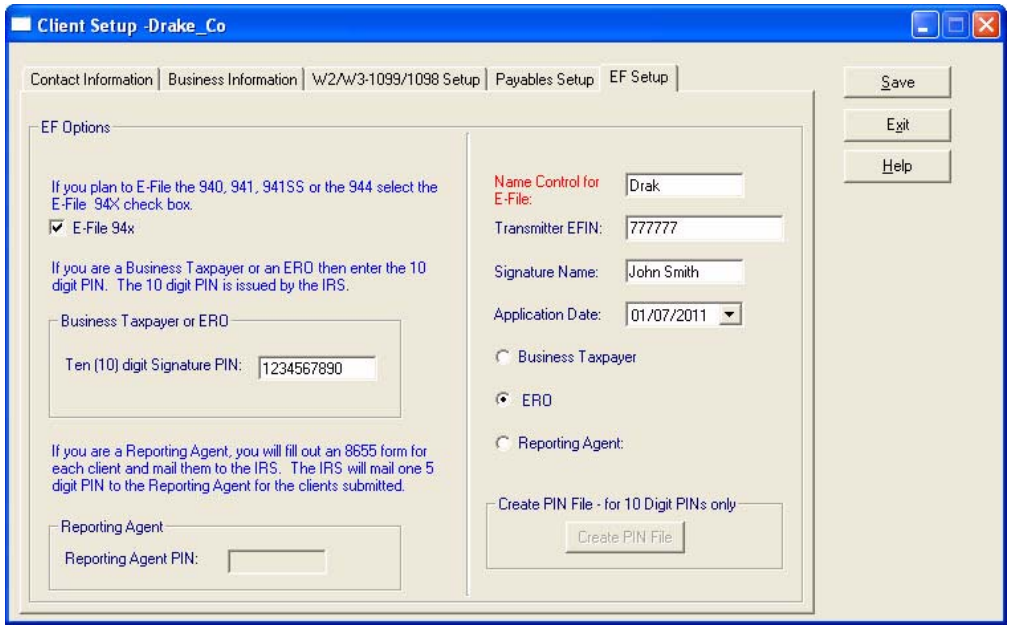
IMPORTANT The **Generate Bookkeeping Transactions** selection is required to have Accounts Payable transactions post to the transaction journal.

- Select to post accounts payable transactions to either the General Journal (GJ) or the Cash Disbursements (CD) journal.

EF Setup

If you'll be electronically filing 94X series tax returns, complete the **EF Setup** tab of Client Setup (**Setup > Client Information > EF Setup**).

Figure 3-5: EF Setup Tab


Client Setup -Drake_Co
Contact Information
Business Information
W2/W3-1099/1098 Setup
Payables Setup
EF Setup
Save
Exit
Help
EF Options
If you plan to E-File the 940, 941, 941SS or the 944 select the E-File 94X check box.
E-File 94x
If you are a Business Taxpayer or an ERO then enter the 10 digit PIN. The 10 digit PIN is issued by the IRS.
Business Taxpayer or ERO
Ten (10) digit Signature PIN:
1234567890
If you are a Reporting Agent, you will fill out an 8655 form for each client and mail them to the IRS. The IRS will mail one 5 digit PIN to the Reporting Agent for the clients submitted.
Reporting Agent
Reporting Agent PIN:
Name Control for E-File:
Drak
Transmitter EFIN:
777777
Signature Name:
John Smith
Application Date:
01/07/2011
Business Taxpayer
ERO
Reporting Agent:
Create PIN File - for 10 Digit PINs only
Create PIN File

Form 8633 Application for EFIN

An Electronic Filing Identification Number (EFIN) is needed to electronically file tax returns and other tax related documents.

IMPORTANT If you already have an EFIN, you still must update your Form 8633 (line 4) to be able to e-file 94X series tax returns. Call 866-255-0654 (option 1, 3) to update your Form 8633.

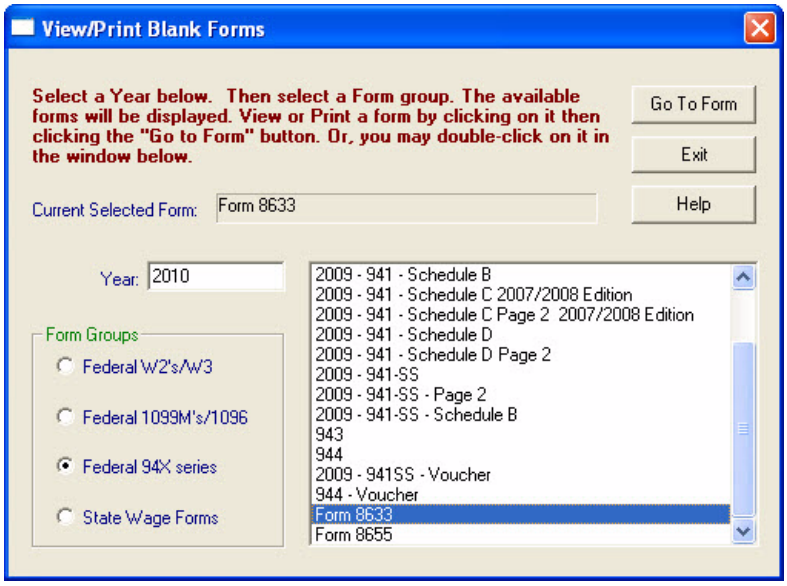
TIP Drake recommends applying for all individual and business return types by selecting all options on line 4 of the Form 8633.

Complete and submit Form 8633 to the IRS along with a set of fingerprint cards.

To obtain Form 8633, choose one of the following options:

- Go to **Tools > Print Blank Forms**, select **Federal 94X series,** and double-click **Form 8633**.

Figure 3-6: Form 8633


View/Print Blank Forms
Select a Year below. Then select a Form group. The available forms will be displayed. View or Print a form by clicking on it then clicking the "Go to Form" button. Or, you may double-click on it in the window below.
Go To Form
Exit
Help
Current Selected Form:
Form 8633
Year:
2010
Form Groups
Federal W2's/W3
Federal 1099M's/1096
Federal 94X series
State Wage Forms
2009 - 941 - Schedule B
2009 - 941 - Schedule C 2007/2008 Edition
2009 - 941 - Schedule C Page 2 2007/2008 Edition
2009 - 941 - Schedule D
2009 - 941 - Schedule D Page 2
2009 - 941-SS
2009 - 941-SS - Page 2
2009 - 941-SS - Schedule B
943
944
2009 - 941SS - Voucher
944 - Voucher
Form 8633
Form 8655

- Click the **Print** icon.
- Go to the IRS website (http://www.irs.gov/pub/irs-pdf/f8633.pdf).

Follow the line-by-line instructions to complete the form.

To obtain fingerprint cards to submit with Form 8633 by either:

- Calling Drake Software at (828) 524-8020.
- Calling the IRS at (866) 255-0654.

IMPORTANT

Fingerprint cards *must* be federal fingerprint cards. Fingerprints must be taken by a trained specialist. Individuals *can not* take their own fingerprints.

Mail Form 8633 along with the fingerprint card to:

Standard Mail	Overnight Mail
Internal Revenue Service Andover Campus Attn: EFU Acceptance Testing Stop 983 P.O. Box 4099 Woburn, MA 01888-4099	Internal Revenue Service Andover Campus Attn: EFU Acceptance Testing Stop 983 310 Lowell Street Andover, MA 05501-0001

If you already have an 8633 on file with the IRS but are not activated for the 94X series of returns, call the IRS Service Center at (866) 255-0654 to activate the 94X capabilities.

Types of Filers

There are three types of electronic filers: Individual or Business Taxpayers, Electronic Return Originators (EROs), and Reporting Agents. The following chart details these types.

Table 3-1: Types of 94X e-Filers

	Description	PIN	Who is Responsible for the Return?
Business Taypayer	Files for own company. Also, an ERO's client	10-digit	Business Taxpayer
ERO	Transmits the return for their customer (business taxpayer)	Each customer must have their own, 10-digit PIN	Business Taxpayer
Reporting Agent	Electronically signs and files on behalf of the client	Uses same 5-digit PIN for all clients	Reporting Agent

PIN Applications for Electronic Filing

NOTE

See "PIN Applications for e-Filing 94X Returns" on page 306 for an overview of PIN application processes.

In order to electronically file 940, 941, 944, and 941-SS tax returns, tax preparers are required to have a PIN. This serves as an electronic signature for the tax return. The PIN application process varies according to the type of filer.

Business Taxpayer PIN Application

Use a Business Taxpayer PIN to e-file your own 94X or the ERO's customers' 94X returns. The IRS requires business taxpayers to use 10-digit personal identification numbers (PIN) when they electronically file Forms 940, 941, 944, and 941-SS.

IMPORTANT

An EFIN is required to e-file tax returns. If you already have an EFIN, you still must update your Form 8633 (line 4) to be able to e-file 94X series tax returns. Call 866-255-0654 (option 1, 3) to update your Form 8633.

To apply for a business taxpayer 10-digit PIN, complete and transmit the application.

To complete the 94X PIN application, complete these steps:

1. Go to **Setup > Client Information > EF Setup**. Complete the fields on the right side of the screen.

Figure 3-7: 94X PIN Application

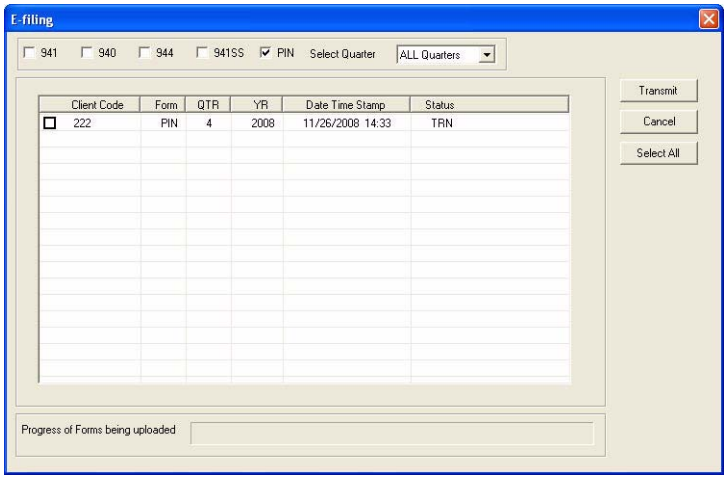
- **Name Control for E-File** — This must match the name issued to the client by the IRS or the application will be rejected. This name appears on all the client's mailing labels from the IRS. If you are unsure what to put in the **Name Control for E-File** field, call the IRS EIN verification line at (800) 829-4933.
- **Transmitter EFIN** — This defaults to the firm's EFIN.
- **Signature Name** — This is the name of the "signer" of the tax return.
- **Application Date** — Enter the date of the application for the PIN.

2. Select the **Business Taxpayer** option button.
3. Click **Save**. The **Create PIN File** button is activated.
4. Click **Create PIN File**.

Next, transmit the PIN application to Drake:

1. Go to **E-Filing > 94X E-Filing > Select/Transmit PIN Applications**.

Figure 3-8: Transmit PIN Application



2. Select the appropriate quarter from the **Select Quarter** drop list.
3. Click the box in the **Client Code** column of the application you wish to transmit.
4. Click **Transmit**.

An acknowledgement (ACK) is received from Drake. To view ACKs:

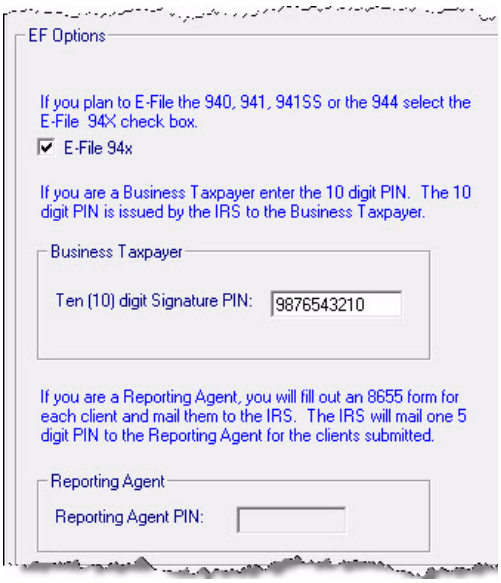
1. Go to **E-Filing > 94X E-Filing > View Results**.
2. Select the **PIN** box at the top of the window.
3. Select the **Drake Status** check box.
4. Choose the applications to review from the **Status** section. Select **All**, **Accepted**, or **Rejected**.
5. Click **View Status**. The Drake statuses are displayed. If an application is listed as **Rejected**, double-click on the line and view the rejection information. Correct any errors and retransmit the PIN application.

Once the application is accepted, the business taxpayer will receive a 10-digit PIN in the mail from the IRS within 10 days. Use this PIN when transmitting the 94X.

To complete electronic filing setup:

1. Go to **Setup > Client Information > EF Setup**.

Figure 3-9: 94X PIN Setup


EF Options
If you plan to E-File the 940, 941, 941SS or the 944 select the E-File 94X check box.
E-File 94x
If you are a Business Taxpayer enter the 10 digit PIN. The 10 digit PIN is issued by the IRS to the Business Taxpayer.
Business Taxpayer
Ten (10) digit Signature PIN:
9876543210
If you are a Reporting Agent, you will fill out an 8655 form for each client and mail them to the IRS. The IRS will mail one 5 digit PIN to the Reporting Agent for the clients submitted.
Reporting Agent
Reporting Agent PIN:

2. Verify the **Business Taxpayer** option button is selected on the right side of the window.
3. Select the **E-File 94x** box on the left side of the window. This activates the bottom portion of the dialog box.
4. Enter the PIN the business taxpayer received from the IRS into the **Ten (10) digit Signature PIN** text box.
5. Click **Save** and **Exit**.

ERO

Electronic Return Originators, or EROs, are individuals who have passed annual suitability checks by the Internal Revenue Service and have subsequently been accepted into the electronic filing program. An ERO *does not* have signature authority and *should not* be issued a 10-digit PIN to sign an OnLine Employment Tax Return for the taxpayer. The Business taxpayer must sign their own return via the approved software and *should not* disclose the PIN to anyone. PINs are confidential.

IMPORTANT

An EFIN is required to e-file tax returns. If you already have an EFIN, you still must update your Form 8633 (line 4) to be able to e-file 94X series tax returns. Call 866-255-0654 (option 1, 3) to update your Form 8633.

Perform the following procedure for *each customer* for which the ERO will be e-filing 94X series tax returns.

An ERO can use CWU to transmit an application for their customer to receive a 94X e-filing PIN. The customer (Business Taxpayer) will receive their 10-digit PIN in the mail from the IRS.

For the ERO to transmit their customer's 94X PIN, complete these steps:

1. Go to **Setup > Client Information > EF Setup**. Complete the fields on the right side of the screen.

Figure 3-10: 94X PIN Application - ERO's Customer

- **Name Control for E-File** — This must match the name issued to the client by the IRS or the application will be rejected. This name appears on all the client's mailing labels from the IRS. If you are unsure what to put in the **Name Control for E-File** field, call the IRS EIN verification line at (800) 829-4933.
- **Transmitter EFIN** — This defaults to the firm's EFIN.
- **Signature Name** — This is the name of the "signer" of the tax return.
- **Application Date** — Enter the date of the application for the PIN.

2. Select the **ERO** option button.
3. Click **Save**. The **Create PIN File** button is activated.
4. Click **Create PIN File**.

Next, transmit the PIN application to Drake:

1. Go to **E-Filing > 94X E-Filing > Select/Transmit PIN Applications**. See "Transmit PIN Application".
2. Select the appropriate quarter from the **Select Quarter** drop list.
3. Click the box in the **Client Code** column of the application you wish to transmit.
4. Click **Transmit**.

An acknowledgement (ACK) is received from Drake. To view ACKs:

1. Go to **E-Filing > 94X E-Filing > View Results**.
2. Select the **PIN** check box.
3. Click **Drake Status or IRS Status**.
4. Choose the applications to review from the **Status** section. Select **All**, **Accepted**, or **Rejected**.
5. Click **View Status**. The statuses are displayed. If an application is listed as **Rejected**, double-click on the line and view the rejection information. Correct any errors and retransmit the PIN application.

Once the application is accepted, the client will receive their 10-digit PIN in the mail within 10 days.

To complete the electronic filing setup:

1. Go to **Setup > Client Information > EF Setup**.
2. Verify the **ERO** option button is selected on the right side of the window.
3. Select the **E-File 94x** box on the left side of the window. This activates the bottom portion of the dialog box.
4. The ERO's customer must enter the PIN they received from the IRS into the **Ten (10) digit Signature PIN** text box in CWU.

NOTE The IRS considers PINs to be confidential.

5. Click **Save** and **Exit**.

Reporting Agent PIN Application

A reporting agent is an accounting service, franchiser, bank, or person who complies with IRS Revenue Procedures 96-17 and is authorized to electronically sign and file a Form 940/941 on behalf of a taxpayer. This authorization is begun with the submission of Form 8655, either by the client or the reporting agent. There must be a Form 8655 signed by the client for each of the reporting agent's clients. Reporting agents sign all the electronic returns they file with a single PIN signature.

IMPORTANT

The reporting agent must have an EFIN before submitting Form 8655. If you already have an EFIN, you still must update your Form 8633 (line 4) to be able to e-file 94X series tax returns. Call 866-255-0654 (option 1, 3) to update your Form 8633.

If a Reporting Agent gives tax advice, they must also have a PTIN (Preparer Tax Identification Number). If they do not offer tax advice, a PTIN is not required. Refer to the IRS website for more information about PTIN requirements.

If you apply to be a Reporting Agent, you can complete and sign a Form 8655, include your company on the Reporting Agent's List, and use your 5-digit Reporting Agent's PIN to e-file 94X series tax returns for your own company.

To complete the 8655:

1. Download Form 8655 from the IRS website (http://www.irs.gov/pub/irs-pdf/f8655.pdf) or from the main menu of Client Write-Up, go to **Tools > Print Blank Forms**, select the **Federal 94X series**, and double-click **Form 8655**. Click the print icon. Print and fill out one Form 8655 for each client for whom the reporting agent will file.
2. Have each client sign a Form 8655.

3. Create a **Reporting Agent's List**. This is required to accompany Forms 8655 and is a list of clients included in a batch being submitted for e-filing approval. See "Appendix I - Reporting Agent's List" on page 341 for a sample of this document.
4. Fax (IRS preferred) or mail the signed Form 8655s and the Reporting Agent's List to the IRS.

   IRS Fax: (801) 620-4142

   Internal Revenue Service
   Accounts Management Service Center
   MS 6748 RAF Team
   1973 North Rulon White Blvd.
   Ogden, UT 84404

In approximately two weeks, reporting agents receive a mailed notification of acceptance from the IRS and, in a separate mailing, a five-digit signature PIN.

To complete electronic filing setup:

1. Go to **Setup > Client Information > EF Setup**.
2. Select the **E-File 94x** box on the left side of the window. This activates the bottom portion of the dialog box.
3. Select the **Reporting Agent** option button.
4. Enter the five-digit PIN you received from the IRS into the **Reporting Agent PIN** text box.
5. Click **Save** and **Exit**.

Follow this procedure for each client the reporting agent is electronically filing a 94X series tax return.

Editing Client Information

To edit an existing client, go to **Setup > Client Information**. Edit the desired fields and click **Save**. See "Setting Up a New Client" on page 31 for a description of the client information fields.

Chart of Accounts (COA) Setup

NOTE A Chart of Accounts must be created to use the bookkeeping function but is not required if CWU is being used only for payroll.

The Chart of Accounts, or COA, is an organized list of the names and numbers of the accounts in the general ledger. By entering and categorizing all financial information, you'll know the current state of the business. You can export this information to the Drake Software tax program, making tax preparation much easier. You can use a preformatted COA, customize a COA, or import a COA used in another client account.

You can create a master account with a customized COA with all the accounts you need, import it, then adjust for the current client as needed.

NOTE

Client Write-Up keeps ten years of Chart of Accounts history starting with 2008 data or the year you started using CWU (whichever is later). This means that when a correcting entry is made to the journal for a prior year, all balances are updated automatically from that point forward. Reports reflect the updated balances.

If a Chart of Accounts is not created when a new client is first created, it can be done at any time.

To create a Chart of Accounts for a client, complete the following steps:

1. Go to **Bookkeeping > Chart of Accounts**.

Figure 3-11: Chart of Accounts Setup

Chart of Accounts - Setup
You are about to setup the Chart of Accounts for a new client. Your options are to select from a list of templates, import from an existing client, or customize your own Chart of Accounts.
If you do not plan on doing bookkeeping; do not setup the Chart of Accounts for this client.
Templates
Copy existing Client Chart of Accounts
Customize
No thanks, I'll set up my Chart of Accounts later
Cancel
Next

2. Select the method to create the Chart of Accounts. There are three options when creating a COA:
   - **Templates** — Templates are provided for the basic business types: 1040 (sole proprietor), 1120 (C corporation), 1120S (S corporation), 1065 (partnership), and 990 (tax-exempt). Each of the templates is set to the basic types of accounts for these businesses. The accounts are assigned numbers and have no beginning balances. Choose this option, select the business type, and click **Next**. The Chart of Accounts for the selected business type is displayed.
   - **Copy Existing Client Chart of Accounts** — Use the Chart of Accounts from a client that already exists. The copy method can save you time if you have multiple clients using the same Chart of Accounts. Only the account numbers and descriptions are imported — not the account balances. When you select the copy option, a list of all clients with a Chart of Accounts in Client Write-Up displays. Select the client whose COA you wish to copy and click **Next**. The copied Chart of Accounts displays with all accounts having a zero balance.
   - **Customize** — Create your own Chart of Accounts from scratch. Use this method if the client has an existing Chart of Accounts you wish to duplicate in CWU. This is the most time- and labor-intensive method. We recommend you

create a client file to use as a master. You can then import this file as often as you need to create new client files. Use GAAP (Generally Accepted Accounting Principles) guidelines when creating a customized Chart of Accounts.

3. Click **Next**.
4. If **Templates** was selected as the method in step 2, select the template to be used (1040, 1065, 1120, 1120S, or 990). If **Copy Existing Client Chart of Accounts** was selected in step 2, select the CWU client to import. If **Customize** was selected, the Chart of Accounts displays with just the columns and rows ready for account creation.
5. Select the account to be designated as the **Retained Earnings Account** using the drop list at the bottom of the **Chart of Accounts - Setup** dialog box. Only accounts with an **Account Type** of "Capital" may be designated as the **Retained Earnings Account**. Do not change this information once data has been entered in **Bookkeeping > Enter Transactions**.

NOTE To make adjustments to accounts, including beginning balances, see "Editing an Account" on page 156.

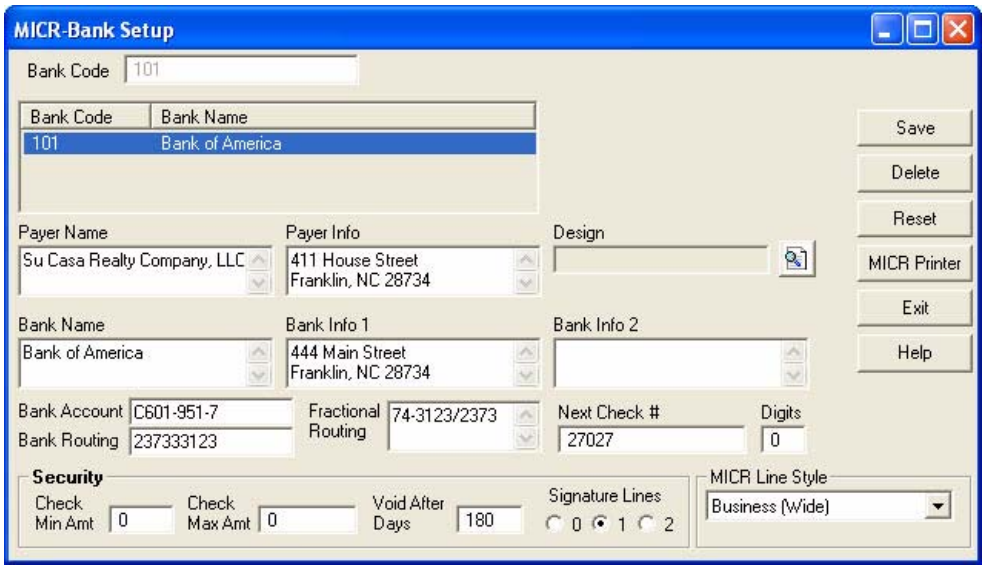
MICR Bank Accounts

Client Write-Up uses MICR bank account information when printing a MICR check. Set up as many accounts as is needed for each client.

To add a MICR bank account, complete the following procedure:

1. Go to **Setup > MICR Bank Accounts**.

Figure 3-12: MICR Bank Account



2. Complete the following field information:
   - **Bank Code** (Required) — Select a number (maximum of eight digits) and enter it in the text box. This number should be unique for each bank and not

used anywhere else in CWU, including client codes, employee codes, contractor codes, or vendor codes. Click **New**. If you print checks on more than one bank account, enter a unique bank code and bank information for each bank account within each client. The bank code must be unique within each client.

- **Payer Name** (Required) — Enter the name of the employer who issues checks.

NOTE

Data entry fields with vertical scroll bars (**Payer Name**, **Payer Info**, **Bank Name**, **Bank Info 1**, **Bank Info 2**, and **Fractional Routing**) are multi-line fields. Press **Enter** to add another line of information within a field. Press **Tab** to advance to the next field.

- **Payer Info** (Optional) — Enter the payer's address, phone number, etc.
- **Design** (Required) — Click the button to the right of the **Design** text box. The **Pick a MICR Check Design** window opens. Double-click to select a design or click to select the design and click **OK**.

NOTE

To display an existing check design, from the **Pick a MICR Check Design** window, select a design from the list and click **View**. This opens the **MICR Check Designer** dialog box. Examine each of the designs or add a new one. Click **Exit** to go back and select another MICR check design.

- **Bank Name** (Required) — Select the bank from which this check will be drawn.
- **Bank Info 1** and **Bank Info 2** (Optional) — Enter information pertaining to the bank (address, phone, etc.)
- **Bank Account** (Required) — Enter the account number against which the checks are drawn. This is a MICR encoded field. Include all formatting (spaces, dashes, special characters, etc).
- **Bank Routing** (Required) — Enter the routing number for this bank account. This is a MICR encoded field. If you don't know the routing number, find it on the bottom of a pre-printed check — the nine-digit number to the left of the account number.
- **Fractional Routing** (Required) — This is the fractional information assigned to this bank account. Identify the fractional routing on a previously printed check for this account — it is usually in small print and consists of two parts divided by a slash. Hence the term “fractional.” It sometimes spans more than one line. If you cannot find it, your bank can supply your fractional routing number.
- **Next Check #** (Required field) — Enter the number of the next check to print for this bank account.
- **Digits** — Some banks require the check number printed on the MICR line to be a specific number of digits. If your bank has this requirement, enter the number of digits required for the check number. Zeros will pad the beginning of the check number to give the required number of digits.

Security

- **Check Min Amt** — Enter the minimum dollar amount allowed on a check. A `0` in this field means zero is the minimum amount. Negative numbers are not allowed in this field.
- **Check Max Amt** — Enter the maximum dollar amount allowed on a check. A `0` in this field means there are no restrictions.
- **Void After Days** — Enter the number of days until a check becomes stale. Once the number of days entered has passed, the check is considered void. A `0` in this field means there are no restrictions. The **Void After Days** information does not print on the check.
- **Signatures Lines** — Select to print one, two, or no signature lines.

MICR Line Format

Select to print the MICR line in the wide, business check format, the narrow, personal check format, or the Pacific Oaks Federal Credit Union format.

3. When bank information is complete, click **Save**.

Reset — Click **Reset** to revert to the last saved version of the MICR bank setup information.

MICR Printer — Click **MICR Printer** to jump to the **Setup Firm Information** dialog box so the MICR printer can be assigned. See the section on selecting a MICR printer under "Firm Info/Global Settings" on page 15. Exiting from the **Setup Firm Information** dialog box returns you to **MICR Bank Setup**.

Check Setup

Check setup for all check types (preprinted and MICR, payroll and payables) is under **Setup > Check and Stub Options**.

Preprinted Payroll Check Setup

NOTE See "Pre-Printed Checks" on page 305 for an overview of this process.

Complete the following options if you are printing payroll checks using preprinted check stock:

1. Go to **Setup > Check and Stub Options > PrePrinted Payroll**.
2. Select the applicable preprinted check format on the right side of the screen. When a check format is selected, the program sets check items to print. Company information must be preprinted in the upper left corner and the routing/account numbers pre-printed on the bottom of the check. Go to either **Employees > Check Alignment** or **Contractors > Check Alignment** to adjust settings if printing is misaligned.

Client Write-Up supports the following preprinted Nelco brand check stock for payroll checks

Table 3-2: Supported Preprinted NELCO Checks for Payroll

Top Check Formats	Middle Check Formats	Bottom Check Formats
L1514HB	L1037HB	L1331HB
L1513HB	L80929HB	L1015HB
L1514HB - Alt Stub Format	L89417HB	L1331HB - Alt Stub Format
L1513HB - Alt Stub Format	L1037HB - Alt Stub Format	L1015HB - Alt Stub Format
	L80929HB - Alt Stub Format	
	L89417HB - Alt Stub Format	

NOTE "Alt Stub Format" stock can only be used for payroll checks.

TIP Go to www.DrakeSupplies.com to purchase check stock.

3. Select the applicable preprinted payroll check stub options:

Figure 3-13: Preprinted Payroll Check Stub Options

PrePrinted Check Stub Options
Print Check Number on Check Stub
Print Check Numbers on Checks
Print SSN on Check Stub
Print SSN Mask with Last Four on Check Stub
Print Employee/Contractor Number in Lieu of SSN
Include Company Name and Address on Check Stub
Include Trade Name and Address on Check Stub
Suppress Employee/Contractor Address on Check
Suppress Vacation, Sick, Holiday Time on Check Stub
Print Employee's Pay Rates on Alt Check Stub
Print Pay Period Date Range on Check Stub
Print Vacation & Sick Hours Balance on Stub
Print Company Name & Address on Check
Print Trade Name & Address on Check

- **Print Check Number on Check Stub**
- **Print Check Numbers on Checks**
- **Print SSN on Check Stub**

- **Print SSN Mask with Last Four on Check Stub** — The Social Security Number prints on the check stub in the format XXX-XX-1234 (only the last four digits of the SSN printing).
- **Print Employee/Contractor Number in Lieu of SSN** — Select this option to have the employee (or contractor) number printed on the check stub instead of their Social Security Number.
- **Include Company Name and Address on Check Stub**
- **Include Trade Name and Address on Check Stub**
- **Suppress Employee/Contractor Address on Check Stub**
- **Suppress Vacation, Sick, Holiday Time on Check Stub**
- **Print Employee's Pay Rates on Alt Check Stub**
- **Print Pay Period Date Range on Check Stub**
- **Print Vacation & Sick Hours Balance on Stub**
- **Include Company Name and Address on Check**
- **Include Trade Name and Address on Check**

4. Click **Save**.

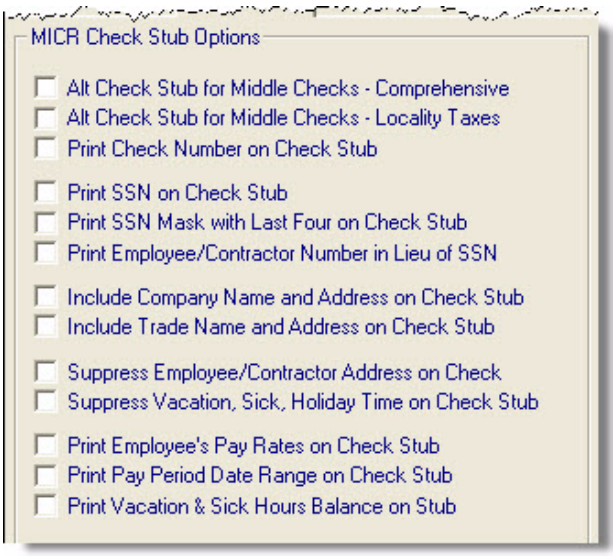
MICR Payroll Check Setup

NOTE See "MICR Checks" on page 305 for an overview of this process.

Complete the following options if you are printing payroll checks using blank MICR check stock:

1. Go to **Setup > Check and Stub Options > MICR Payroll**.

Figure 3-14: MICR Payroll Check Stub Options


MICR Check Stub Options
Alt Check Stub for Middle Checks - Comprehensive
Alt Check Stub for Middle Checks - Locality Taxes
Print Check Number on Check Stub
Print SSN on Check Stub
Print SSN Mask with Last Four on Check Stub
Print Employee/Contractor Number in Lieu of SSN
Include Company Name and Address on Check Stub
Include Trade Name and Address on Check Stub
Suppress Employee/Contractor Address on Check
Suppress Vacation, Sick, Holiday Time on Check Stub
Print Employee's Pay Rates on Check Stub
Print Pay Period Date Range on Check Stub
Print Vacation & Sick Hours Balance on Stub

2. Select the applicable MICR payroll check stub options:
   - **Alt Check Stub for Middle Checks - Comprehensive** — This check stub format has more information on it than the standard check stub.
   - **Alt Check Stub for Middle Checks - Locality Taxes** — This check stub format is the same as the "Comprehensive" format but with locality tax withholdings specified.
   - **Print Check Number on Check Stub**
   - **Print SSN on Check Stub**
   - **Print SSN Mask with Last Four on Check Stub** — The Social Security Number prints on the check stub in the format XXX-XX-1234 (only the last four digits of the SSN printing).
   - **Print Employee/Contractor Number in Lieu of SSN** — Select this option to have the employee (or contractor) number printed on the check stub instead of their Social Security Number.
   - **Include Company Name and Address on Check Stub**
   - **Include Trade Name and Address on Check Stub**
   - **Suppress Employee/Contractor Address on Check**
   - **Suppress Vacation, Sick, Holiday Time on Check Stub**
   - **Print Employee's Pay Rates on Alt Check Stub**
   - **Print Pay Period Date Range on Check Stub**
   - **Print Vacation & Sick Hours Balance on Stub**
3. Click **Save**.

Preprinted Accounts Payable Check Setup

Complete the following options if you are printing accounts payable checks using preprinted check stock:

1. Go to **Setup > Check and Stub Options > PrePrinted Accounts Payable**.
2. Select the applicable preprinted check format on the right side of the screen. Go to **Setup > Check Alignment** to adjust settings if printing is misaligned.

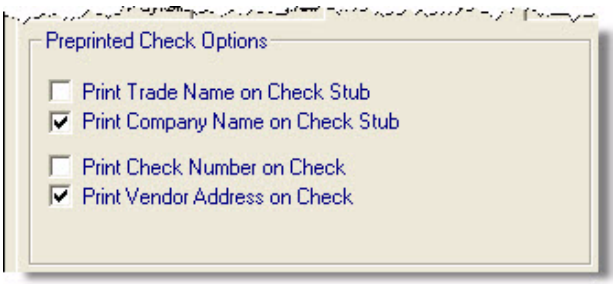
Client Write-Up supports the following preprinted Nelco brand check stock for accounts payable checks:

Table 3-3: Preprinted NELCO AP Check Stock

Top Check Formats	Middle Check Formats	Bottom Check Formats
L1514HB	L1037HB	L1331HB
L1513HB	L80929HB	L1015HB
	L89417HB	

3. Select the applicable preprinted accounts payable check stub options:

Figure 3-15: Preprinted Accounts Payable Check Stub Options


Preprinted Check Options
Print Trade Name on Check Stub
Print Company Name on Check Stub
Print Check Number on Check
Print Vendor Address on Check

- **Print Trade Name on Check Stub**
- **Print Company Name on Check Stub**
- **Print Check Number on Check**
- **Print Vendor Address on Check**

4. Click **Save**.

MICR Accounts Payable Check Setup

Complete the following options if you are printing accounts payable checks using blank MICR check stock:

1. Go to **Setup** > **Check and Stub Options** > **MICR Payables**.
2. Select the applicable MICR accounts payable check stub options:

Figure 3-16: MICR Accounts Payable Check Stub Options

MICR Check Options
Print Trade Name on Stub
Print Company Name on Stub
Suppress Bank Name & Account on Stub
Print Vendor Address on Check

- **Print Trade Name on Check Stub**
- **Print Company Name on Check Stub**
- **Suppress Bank Name & Account on Stub**
- **Print Vendor Address on Check Stub**

3. Click **Save**.

Reporting Options

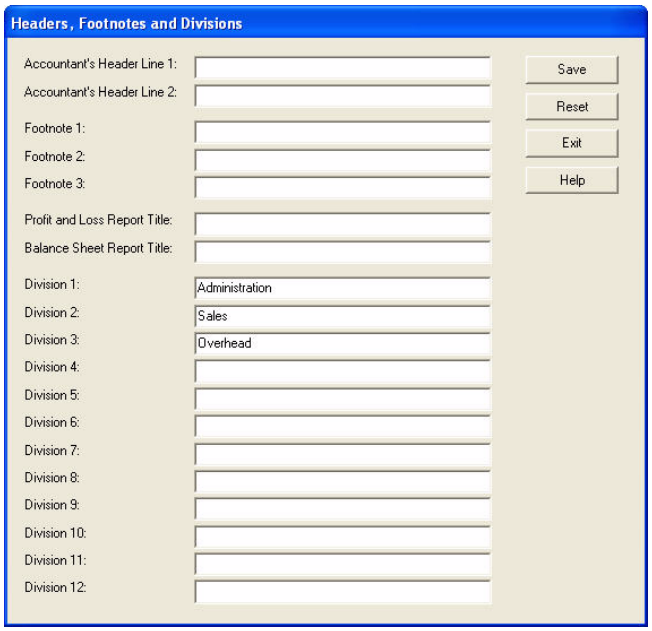
Use reporting options to tailor the appearance of reports. Customize report headers and footnotes, font sizes and colors, watermark and logo settings, field labels, and 94X form options.

Headers and Footnotes

The header and footnote information for reports can be created and edited.

1. Go to **Setup > Headers & Footnotes**.

Figure 3-17: Headers and Footnotes



2. To set or edit the title for an option, click the field name to edit and enter the desired text.

The following field types may be edited:

- **Accountant's Header Info** — To add an accountant header to the top of financial reports, enter the appropriate text in the **Accountant Header1** and/or **Accountant Header 2** title fields. The accountant header prints directly under the company header information. If the reports are set up to use a logo instead of the company header, the accountant headers do not print.
- **Footnotes** — To add footnotes to the bottom of the financial reports, enter the desired text for each footer (**Footnote 1 - 3**). Using all three footnotes is not required.
- **Profit and Loss Report Title** — To add header information to the profit and loss reports, enter the appropriate text in the **Profit and Loss Report Title** field. The profit and loss header prints directly under the company header information. If the reports are set up to use a logo instead of the company header, the profit and loss header does not print.
- **Balance Sheet Report Title** — To add header information to the balance sheet reports, enter the appropriate text in the **Balance Sheet Report Title** field. The balance sheet header prints directly under the company header information. If the reports are set up to use a logo instead of the company header, the balance sheet header does not print.

- **Divisions** — To add divisions to a company's reports, enter the appropriate division titles in the **Division 1 - 12** title fields. Divisions are used to divide company assets and expenses into sections. Up to 12 divisions can be created in CWU. Divisions are used in employee and contractor setups, journal entries, and general reporting.

3. Click **Save**. No information is saved until the **Save** button is selected. To revert to the last save, click **Reset**.

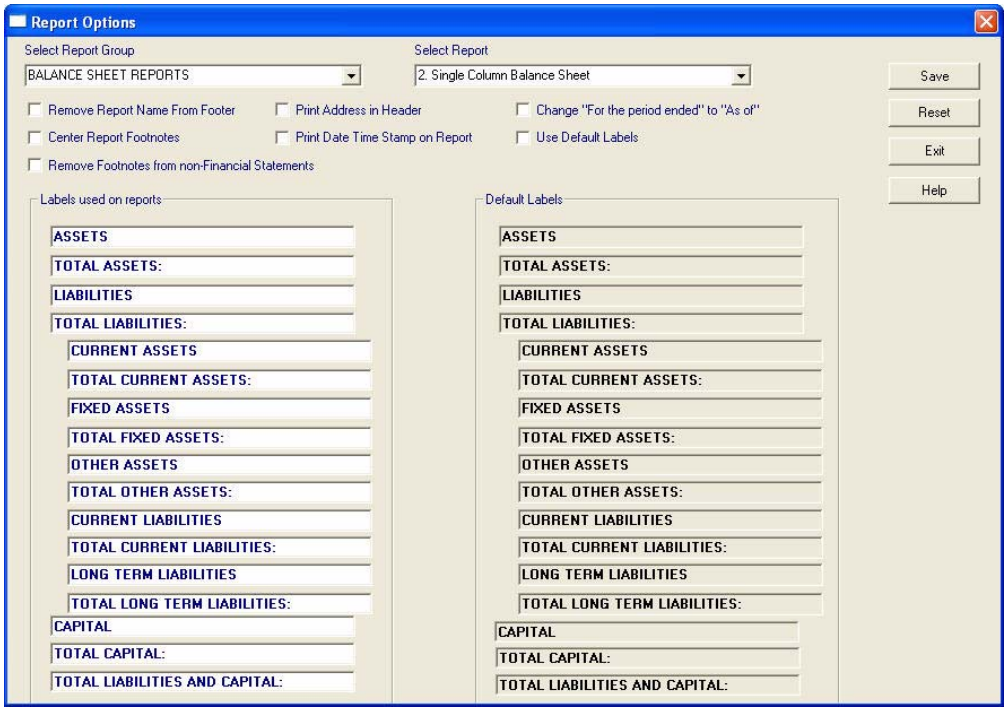
Report Options

Customize the field labels that appear on many of Client Write-Up's reports using **Report Options**.

To customize the labels and complete the following steps:

1. Go to **Setup > Report Options**.

Figure 3-18: Report Options



2. Select a report type from the **Select Report Group** drop list, then select the report to customize from the **Select Report** drop list.
3. Select the desired check boxes to customize the report.
   - **Remove Report Name From Footer** — The name of the report will not print in the report footer.
   - **Center Report Footnotes** — The footer prints centered on the report.
   - **Remove Footnotes from non-Financial Statements** — No footer prints on any report except balance sheet and profit and loss reports. For these reports,

either the default footer or the footer text entered in **Setup > Headers and Footnotes** is printed.

- **Print Address in Header** — The client's address as entered on **Setup > Client Information** prints in the report header.
- **Print Date Time Stamp on Report** — The date and time the report ran prints on the report.
- **Change "For the period ended" to "As of"** — This option is available only for balance sheet and profit and loss reports. The words "As of" replace "For the period ended" on the report.
- **Use Default Labels** — This option is available only for balance sheet and profit and loss reports. Select this option to reset the report labels to the default (as they appear on the right side of the dialog box). Selecting **Use Default Labels** does not affect the other options selected.

4. When financial reports (Balance Sheet and Profit and Loss reports) are selected from the **Select Report** list, the lower part of the dialog box displays the default field labels and the current field labels for the report selected. If no edits have been made to the selected report's labels, the **Labels used** and **Default Labels** columns are the same.

   Make the desired edits to the field labels under the **Labels used on reports** column.

5. Click **Save**. Click **Exit** when editing is complete.

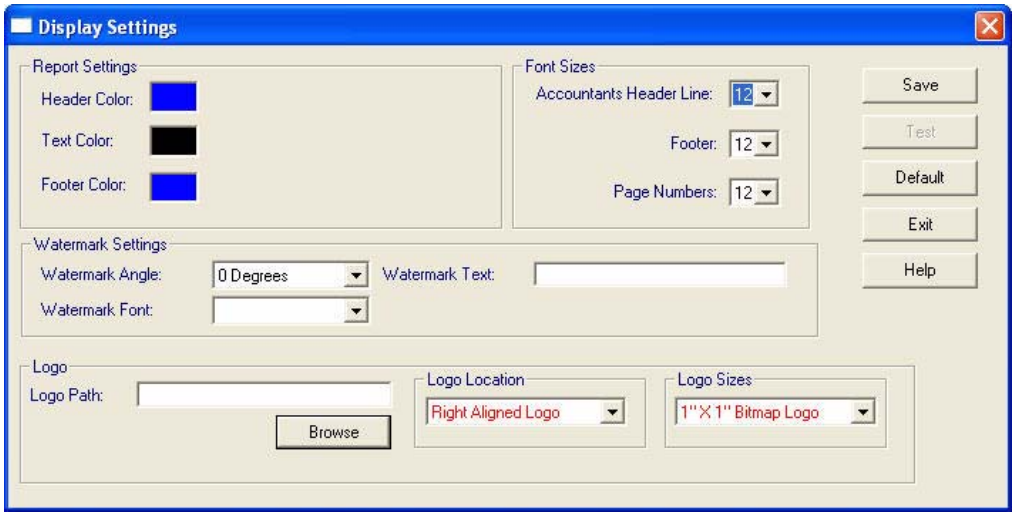
Reset — Restores all options and field labels for the selected report to the default.

Display Settings

The **Display Settings** dialog box allows client-specific color, logo, font, and watermark customization of reports.

To customize the appearance of the reports, go to **Setup > Display Settings**.

Figure 3-19: Display Settings



Report Settings

To change the color of the header, footer, and text that prints on reports, click the color box, select the desired color, and click **OK**. Printing in color requires a printer capable of color printing.

Font Sizes

Use the drop lists to adjust the font size of the accountants header line, footer, and page numbers.

WaterMark Settings

- Use the drop list to select the angle and font used for the watermark.
- Enter the wording to be used for the watermark in the **Watermark Text** box.

Logo

- **Logo Location** — Choose the location for your logo on reports from the drop list. Selections include **Right Justified**, **Center Justified**, and **Left Justified**.
- **Logo Path** — Making a selection in the **Logo Location** field activates **Logo Path**. Either enter the path to the logo or click the button and browse to the location of the logo. The logo file must be a bitmap file (file extension of “bmp”).
- **Logo Sizes** — Choose the logo size to print on reports from the drop list.

After verifying all information, click **Save**.

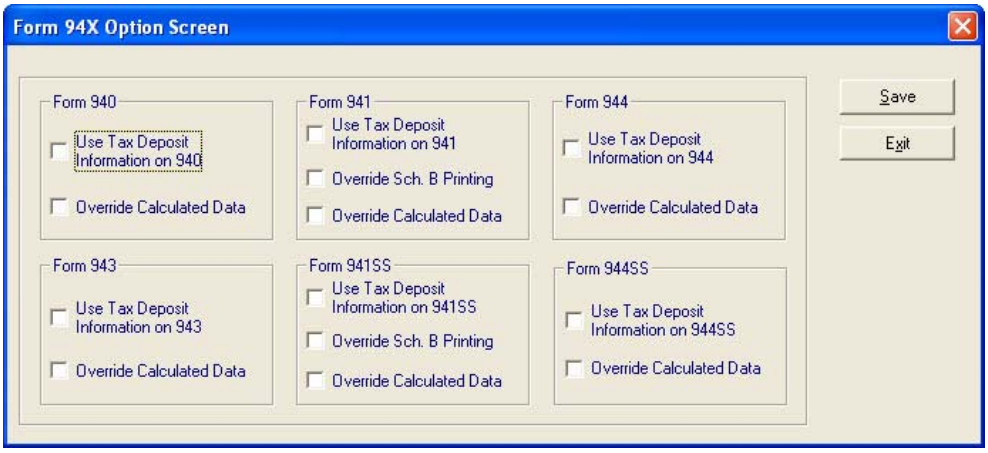
94X Form Settings

For the 94X forms generated by Client Write-Up (Forms 940, 941, 944, 943, 941-SS, and 944SS), you can specify how the information is treated.

Complete the following steps to set up these options:

1. Go to **Setup > 94X Form Settings**.

Figure 3-20: 94X Form Settings



2. Select the settings to be activated for this client. These options need to be set for each client's account.
   - **Use Tax Deposit Information on 94(X)** — This selection automatically transfers calculations from the **94X Tax Deposits** dialog boxes (**Employees > Tax Deposit > 94X**) to the 94X form selected.

IMPORTANT Do not select this option if Client Write-Up was not used to generate all 94X tax deposits for the year.

   - **Override Sch B Printing** — Schedule B of the 941 and 941-SS tax returns displays when the **Deposit Frequency** is set to **Semi-Weekly** (**Setup > Client Information > Business Information**) but prints only when the **Total Taxes After Adjustments** for the quarter is at least $2,500. Select this option to force Schedule B to print when the **Total Taxes After Adjustments** amount is less than $2,500.
   - **Override Calculated Data** — CWU displays 94X returns with both calculated and non-calculated data fields. Select this option to allow you to overwrite both types of data fields. If this option is not selected, you can overwrite only the non-calculated fields.
3. Click **Save** to save the settings and exit or click **Exit** to exit without saving your settings.

4 Employee Payroll

Client Write-Up makes the distinction between “Employees” and “Contractors”. Employees receive a W-2 at the end of the year and contractors receive a 1099-MISC.

Setting Up Employee Payroll

To set up employee payroll, complete the following steps:

1. Assign account numbers to payroll processing features and enter federal, state, and local tax rate information. See “Account and Payroll Information”.
2. Set default deductions and benefits offered to any employee. See “Deductions and Benefits Setup” on page 65.
3. Enter information about the client's W-2 employees. See “Employee Setup” on page 72.

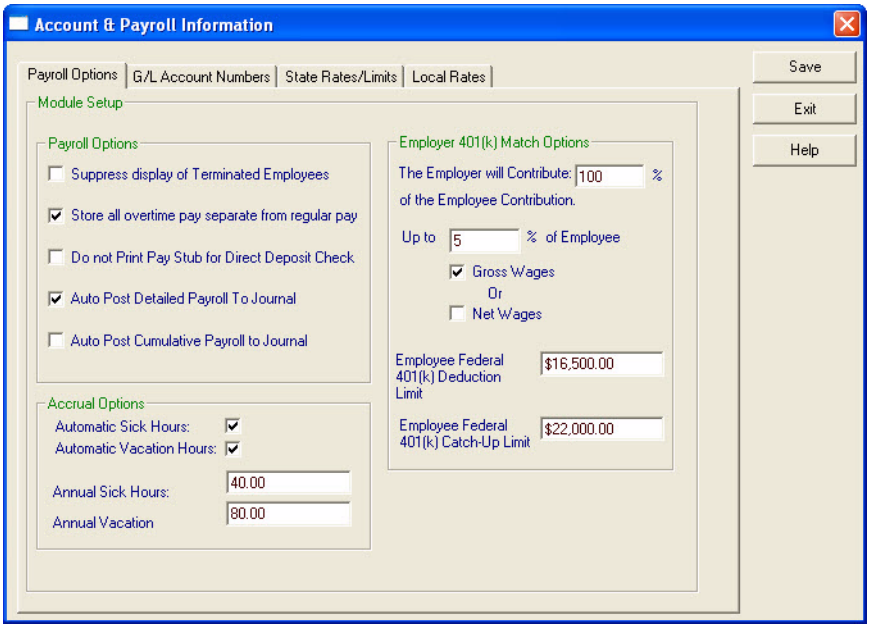
Account and Payroll Information

To assign specific account numbers from the Chart of Accounts to payroll processing features, go to **Employees > Account & Payroll Information**. General payroll settings, rates, and limits are also entered here.

Payroll Options

None of the settings on the **Payroll Options** tab are required to process payroll.

Figure 4-1: Account & Payroll Information - Payroll Options



Payroll Options

- **Suppress display of Terminated Employees** — When this option is selected, terminated employees are not included in the display on the **Employees > Employee Setup**, **Employees > Live Payroll**, and **Employees > ATF Payroll** screens.
- **Store all overtime pay separate from regular pay** — Select this option to have all overtime pay reflected as overtime. The default method for figuring overtime is to take the number of overtime hours and add that to **Regular Pay**, then add half the overtime rate to the **Overtime Premium**.

  Example when this option is selected: Bob is paid $10 per hour. Last week he worked 50 hours. **Regular Pay** shows $400 (40 x $10) and **Overtime Premium** shows $150 (10 x $10 x 1.5). His total pay for the week is $550.

  Example when this option is not selected: Bob worked the same 50 hours last week. **Regular Pay** shows $500 ((40 x $10) + (10 x $10)) and **Overtime Premium** shows $50 (5 x $10). Again, his total pay for the week is $550.
- **Do not Print Pay Stub for Direct Deposit Check** — This option controls the default setting for the **No Stub** check box in **Live Payroll**. When this option is selected, check stubs do not print for Direct Deposit employees.
- **Auto Post Detailed/Cumulative Payroll to Journal** — Select one of these options to have CWU automatically post employee payroll transactions to the journal. The **Detailed Payroll** option creates separate journal entries for each payroll transaction. The **Cumulative** option creates one cumulative journal entry for each payroll account.

IMPORTANT

Payroll transactions auto post to the journal the next time the journal screen (**Bookkeeping > Enter Transactions** or

) is opened.

If neither of the auto post options is selected, manually post payroll transactions to the journal by going to **Bookkeeping > Enter Transactions** and click the **Payroll Journal** button. See "Payroll Journal Entry" on page 160 for more information on manually posting payroll to the journal.

Accrual Options

- **Automatic Sick Hours** — By default, CWU tracks the number of sick hours earned and used per year and increments the **Sick Hrs Available** field for each employee in **Employees > Employee Setup > Payroll Options**. If you do not want CWU to automatically track sick hours, or you want to track sick hours earned manually, clear the check box. The **Sick Calculations** check box on the employee's **Employees > Employee Setup > Payroll Options** screen must also be selected for CWU to track sick hours automatically.

- **Automatic Vacation Hours** — By default, CWU tracks the number of vacation hours earned and used per year and increments the **Vac Hrs Available** field for each employee in **Employees > Employee Setup > Payroll Options**. If you do not want CWU to automatically track vacation hours, or you want to track vacation hours earned manually, clear the check box. The **Vacation Calculations** check box on the employee's **Employees > Employee Setup > Payroll Options** screen must also be selected for CWU to track vacation hours automatically.
- **Annual Sick Hours** — Enter the number of sick hours that may be earned in a year.
- **Annual Vacation** —Enter the number of vacation hours that may be earned in a year.

Employer 401(K) Match Options

- **The Employer will Contribute ___ % of the Employee Contribution** — Enter the percentage of each employee's 401K contribution the employer is matching. If the employer is matching dollar for dollar, enter 100%. If the employer is not matching the employees' contributions, enter either 0% or leave the field blank.
- **Up to ___ %** — Enter the maximum percentage the employer will contribute to the employees' 401K.
- Select either **Gross Wages** or **Net Wages** to indicate the employer's maximum 401K contribution percentage entered in **Up to ___ %** is a percentage of the employee's earnings before taxes and deductions are taken (gross wages) or after they are taken (net wages).
- **Employee Federal 401(k) Deduction Limit** — This amount is determined by the IRS and was accurate when the program shipped. This figure must be manually updated if it is changed by the government.
- **Employee Federal 401(k) Catch-Up Limit** — This is the amount of additional elective deferral contributions allowed by the government and was accurate when the program shipped. Manually update this figure if the government changes the catch-up limit.

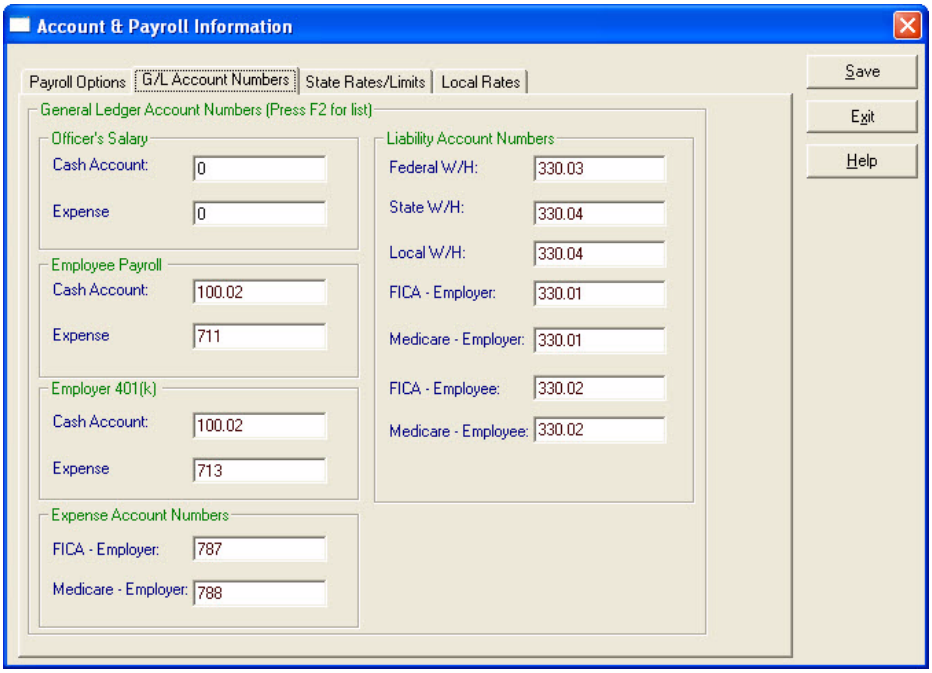
G/L Account Numbers

This section can be skipped if the bookkeeping feature is not being used.

IMPORTANT

The client Chart of Accounts must be created prior to entering account numbers. See "Chart of Accounts (COA) Setup" on page 45.

Figure 4-2: Employee Account & Payroll Information - G/L Account Numbers



NOTE There must be a cash account and an expense account assigned from the Chart of Accounts. Without both accounts listed, the journal will be out of balance.

The account information entered is used to generate entries into the payroll journal from payroll entries. Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

Cash Account — This account is credited when a transaction is entered. This field *must* have an account number before the first payroll check is entered. The account number is required in order to post payroll transactions to the journal.

Expense Account — This account is debited when a transaction is entered. This field *must* have an account number before the first payroll check is entered, and is required in order to post payroll transactions to the journal.

- **Officer's Salary** — When an employee's **Status** (**Employees > Employee Setup > Personal Info > Status**) is **Officer Salary**, CWU uses the designated cash and expense accounts to post payroll amounts.

- **Employee Salary** — Employee payroll amounts are posted to the designated accounts when payroll is processed.

NOTE

Different **Officer's Salary** and **Employee Salary** Cash and Expense accounts can be assigned for each employee by going to **Employees > Employee Setup > Payroll Options** (see "Payroll Options Tab" on page 77). If no accounts are assigned for an employee in the employee's setup section, the accounts assigned on the **G/L Account Numbers** tab are used when transactions are posted to the journal.

- **Employer 401(k)** — The employer's contribution to a 401(k) plan is posted to the designated accounts.
- **FICA - Employer** (Expense Account) — Press F2 to select an account number from the Chart of Accounts for tracking the employer's expense paid to FICA.
- **Medicare - Employer** (Expense Account) — Press F2 to select an account number from the Chart of Accounts used to track the employer's expense paid toward Medicare.

Default account numbers for Liability accounts are filled based on the Chart of Accounts. No adjustment should be necessary to the default liability account numbers.

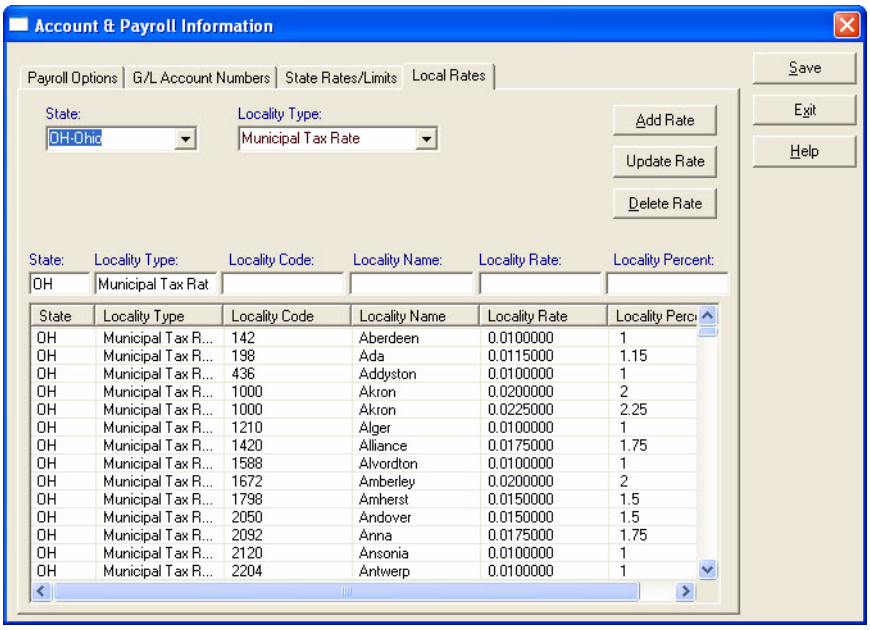
State Rates and Limits

State payroll rates and limits are determined by each state's Department of Revenue. Set the state information needed to generate payroll in this section. If using CWU for bookkeeping only, this information is not necessary. As rates and limits change, make the necessary changes.

- **State Wage Base** — Used to determine taxable wages for unemployment (SUTA) tax due and state quarterly taxes due.
- **State Unemployment Rate** — Used to determine state quarterly tax due.
- **Assessment Due Rate** — Used to determine assessment taxes due for unemployment (SUTA) Form 940 and state quarterly tax and wage reports.
- **Training Contribution Rate** — Enter the percentage rate to flow to your state. This is a tax charged by some states based on state guidelines relating to training enhancement contributions. Some state forms have the specific calculation information programmed into their forms.
- **Surcharge Rate** — If the state charges an unemployment surcharge, enter the rate. A 5% tax rate should be entered as `0.05`. Only South Dakota and Iowa charge an unemployment surcharge.
- **State Disability Rate** — Enter the rate of the state disability deduction. An 8% tax rate should be entered as `0.08`. Only CA, HI, NJ, NY, RI, and Puerto Rico have state disability withholding that is required to be paid by the employee.
- **State Disability Wage Base** — Enter the maximum amount of wages subject to this tax.
- **State Max SDI Amount** — Enter the maximum amount that can be withheld from the employee in one year.

Local Rates

Figure 4-3: Account & Payroll Information - Local Rates



- **State** — Select the client's state of record for the client's Employer Identification Number (EIN) from the drop list. The bottom portion of the dialog box fills with the locality tax information appropriate to the state selected.
- **Locality Type** — View the locality tax information by selecting the locality tax type from the drop list. Locality taxes are county taxes and any other local tax needing withheld and are only available with these states: AL, CO, DE, IN, KY, MD, MI, MO, NY, OH, OR, and PA.

Edit Locality Tax

If a locality tax changes, edit the tax information by selecting the appropriate line in the table, then updating either the **Locality Percent** field or the **Locality Rate** field with the new rate. Editing one of these fields automatically updates the other field. A 2% tax rate should be entered into the **Locality Percent** field as `0.02`. Click **Update Rate**.

Add Locality Tax

To add a locality tax, select the **Locality Type** from the drop list, then complete the **Locality Name** and either the **Locality Percent** field or the **Locality Rate** field. Editing one of these fields automatically updates the other field. A 2% tax rate should be entered into the **Locality Percent** field as `0.02`. If the tax is for Michigan, Indiana, or Ohio, enter the **Locality Code** also. Click **Add Rate**.

Delete Locality

To delete an entry in the locality tax table, select it by clicking the line in the table, then click **Delete Rate**.

Deductions and Benefits Setup

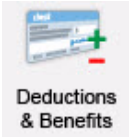
Go to **Employees > Deductions & Benefits** to create or modify default deductions and benefits offered to any employee beyond the standard deductions. These deductions and benefits are used in setting up employees and in processing live and ATF payroll. The amounts entered in **Employees > Deductions & Benefits** (**Deductions** and **Benefits** tabs) become the default amounts on the **Deductions** and **Benefits** tabs of **Employees > Employee Setup**, where they can then be customized for each employee.

NOTE Do not enter standard federal and state withholdings here.

Adding a Deduction

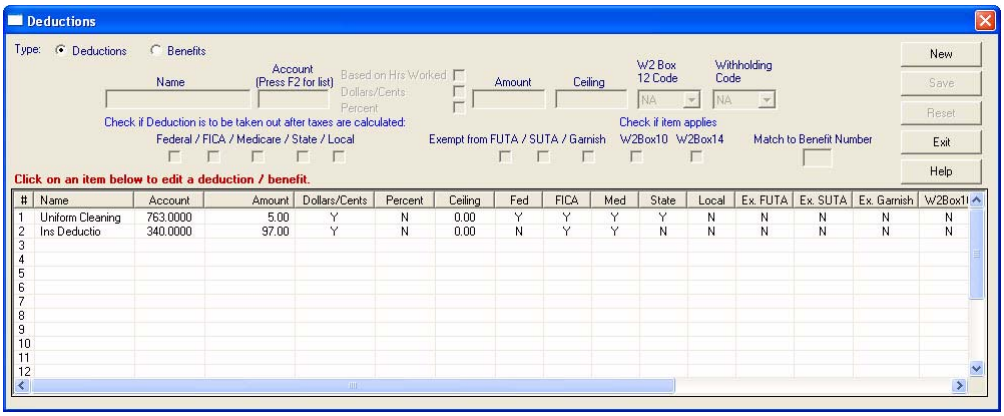
When adding or editing a deduction, enter a fixed dollar amount, a percentage, or nothing. The deductions list allows up to 20 entries.

To add a deduction, complete the following steps:



1. Go to **Employees > Deductions & Benefits** and select the **Deductions** option in the **Type** section (upper left of the window**)**.

Figure 4-4: Deductions



2. Click **New**. The top entry fields are activated.
3. Complete the following field information:
   - **Name** — This is the name of the deduction as it should appear on the pay stub and payroll reports.
   - **Account** — Press F2 to access the postable accounts list from the Chart of Accounts if the bookkeeping function is being used. Select the appropriate account number for the deduction. If you are not using the bookkeeping function, the account number information is not required. For more information on accounts, see “Chart of Accounts (COA) Setup” on page 45.
   - **Deduction Calculation** — Select whether the deduction should be calculated **Based on Hours Worked** times the value in the **Amount** field. If **Based on Hours Worked** is selected, you must also select either **Dollars/Cents** or **Percent**. When **Based on Hours Worked** is selected, the deduction is calculated by multiplying the number in the Hours Worked field on the **Live Payroll** (or

ATF Payroll) screen times the **Amount**. If **Based on Hours Worked** is not selected, the deduction is calculated by multiplying gross pay by the **Amount**.

- **Amount** — This number corresponds either to a dollar amount or a decimal percentage that is assigned to the deduction. If neither **Dollars/Cents** or **Percent** is selected, an amount of `1` or greater designates a dollar amount. A decimal value less than 1 (for example .25) designates a percent. This amount can be edited on an individual basis by going to **Employees > Employee Setup**, and selecting the **Deductions** tab.

  If **Dollars/Cents** is selected, enter any amount and CWU will format the number as dollars and cents. Enter a value one cent or greater. If **Percent** is selected, enter any decimal value less than 1 up to six decimal places.

- **Ceiling** — Enter the maximum deduction that can be taken. When the employee reaches the ceiling amount for the year, CWU discontinues this deduction for that employee.
- **W2 Box 12 Code** — During W2 processing, this code indicates which letters to enter for the Box 12 code. Below is a list of codes used in Box 12.

Table 4-1: W2 Box 12 Codes

A	Uncollected Social Security or RRTA tax on tips
B	Uncollected Medicare tax on tips
C	Taxable cost of group term life insurance over $50,000
D	Elective deferrals to a §401(k) cash or deferred arrangement (including a SIMPLE 401(k) arrangement)
E	Elective deferrals to a §403(b) salary reduction plan
F	Elective deferrals to a §408(k)(6) salary reduction SEP
G	Elective deferrals and employer contributions (including nonelective deferrals) to any governmental or nongovernmental §457(b) deferred compensation plan
H	Elective deferrals to a 501(c) (18) (D) tax-exempt organization plan
J	Nontaxable sick pay (not included in lines 1, 3, or 5)
K	20% excise tax on excess golden parachute payments
L	Substantiated employee business expense reimbursements
M	Uncollected Social Security or RRTA tax on the taxable cost of group term life insurance over $50,000 (for former employees)
N	Uncollected Medicare tax on taxable cost of group term life insurance over $50,000 (for former employees)
P	Excludable moving expense reimbursements paid directly to the employee
Q	Nontaxable combat pay
R	Employer contributions to an Archer medical savings account (MSA)

Table 4-1: W2 Box 12 Codes

S	Employee salary reduction contributions under a §408(p) SIMPLE
T	Adoption benefits
V	Income from the exercise of nonstatutory stock option(s)
W	Employer contributions to an employee's Health Savings Account (HSA)
Y	Deferrals under a §409A nonqualified deferred compensation plan
Z	Income under §409A on a nonqualified deferred compensation plan
AA	Designated Roth contributions to a §401(k) plan
BB	Designated Roth contributions under a §403(b) salary reduction agreement
DD	Cost of employer-sponsored health coverage
EE	Designated Roth contributions under a governmental §457(b) plan

- **Withholding Code** — These codes dictate where data appears on the W-2.

Table 4-2: W-2 Withholding Codes

NA	No withholding code applies
CP	Cafeteria Plan — W2 Box 14
FS	Family Services
GW	Garnishment of Wages
DI	Disability Insurance
401K	Identifies the deduction as the employee's 401K contribution
FLIW	Employee's contribution to a family leave insurance plan. When a deduction is set up using the **FLIW** withholding code, you should also select the **Employer has Private Family Leave Insurance Plan** check box and enter the plan number (**Setup > Client Information > Business Information**).
EPDW	Employee's contribution to a private disability insurance plan. When a deduction is set up using the **EPDW** withholding code, you should also select the **Employer has Private Disability Plan** check box and enter the plan number (**Setup > Client Information > Business Information**).
PERS	Employee's contribution to a public employees retirement system
MDSP	Maryland State Pickup Amount. This is a mandatory employee retirement deduction for all employees in Maryland that participate in the retirement system. This deduction is not subject to federal tax but is subject to Maryland state and local tax. If this withholding applies, also select the **W2 Box 14** box.

- **Federal, FICA, Medicare, State, Local** — Select the appropriate box if the deduction amount is taxable. When the information is saved, selected boxes show a **Y** in the field and boxes not selected show an **N** in the field. A **Y** means the deduction is subject to the specified type of withholding. An **N** means the deduction is not subject to the specified type of withholding.
- **FUTA**, **SUTA**, and **Garnish** — Select these boxes if the deduction is exempt from FUTA (federal unemployment tax), SUTA (state unemployment tax), or wage garnishment.
- **W2 Box 10** — Select this box to assign the deduction to box 10 on the W-2.
- **W2 Box 14** — Select this box to assign the deduction to box 14 on the W-2. If the proper box is not selected, then the information does not flow to the W-2 correctly.
- **Match to Benefit Number** — Enter the number of a benefit and the deduction amount will match the benefit amount. If a deduction amount is entered, that amount is ignored when matching a benefit amount. The deduction amount will always equal the benefit amount even if the default benefit amount is edited on the **Employees** > **Employee Setup** > **Deductions** tab or during payroll processing.

NOTE

To use this option, the benefit to be matched must be setup and saved first (see "Adding a Benefit" on page 68). Use the reference number of the saved benefit (far left column on the bottom half of the **Employees > Deductions & Benefits > Benefits** window. Enter that reference number in the **Match to Benefit Number** field.

4. Click **Save**. The deductions list shows the added deduction.

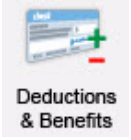
NOTE

Assign employee deductions and deduction amounts to each employee by going to **Employees > Employee Setup**, select the employee and click on the **Deductions** tab.

Adding a Benefit

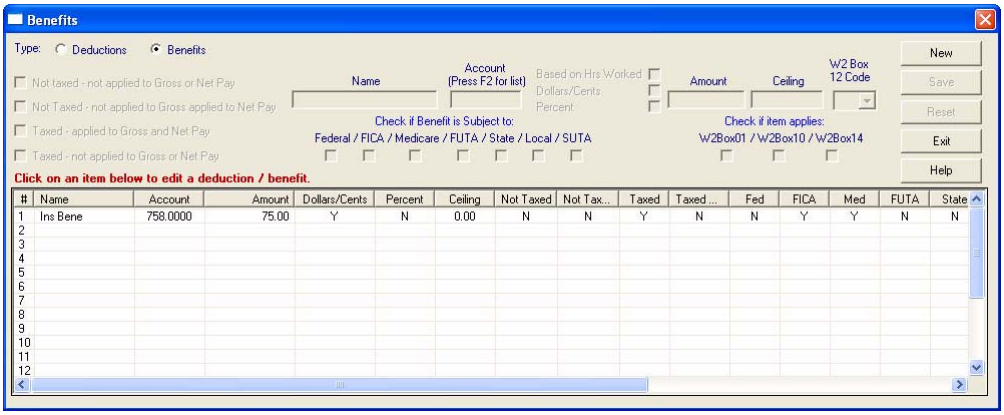
When adding or editing a benefit, enter a fixed dollar amount, a percentage, or nothing. The benefits list allows up to 20 entries.

To add a benefit, complete the following steps:



1. Go to **Employees** > **Deductions & Benefits** and click the **Benefits** button in the **Type** section.

Figure 4-5: Benefits


Benefits
Type: Deductions Benefits
Not taxed - not applied to Gross or Net Pay
Not Taxed - not applied to Gross applied to Net Pay
Taxed - applied to Gross and Net Pay
Taxed - not applied to Gross or Net Pay
Name
Account (Press F2 for list)
Based on Hrs Worked
Dollars/Cents
Percent
Amount
Ceiling
W2 Box 12 Code
Check if Benefit is Subject to:
Federal / FICA / Medicare / FUTA / State / Local / SUTA
Check if item applies:
W2Box01 / W2Box10 / W2Box14
New
Save
Reset
Exit
Help
Click on an item below to edit a deduction / benefit.
Name Account Amount Dollars/Cents Percent Ceiling Not Taxed Not Tax... Taxed Taxed... Fed FICA Med FUTA State
1 Ins Bene 758.0000 75.00 Y N 0.00 N N Y N N Y Y N N

2. Click **New**. The top entry fields are activated.
3. Complete the following field information
   - **Name** — This is the name of the benefit as it appears on the pay stub and payroll reports.
   - **Account** — Press F2 to access the postable accounts list from the Chart of Accounts if the bookkeeping function is used. Select the appropriate account number for the benefit. If you are not using the bookkeeping function, the account number information is not required. For information on setting up a Chart of Accounts, refer to "Chart of Accounts (COA) Setup" on page 45.
   - **Benefit Calculation** — Select whether the benefit should be calculated **Based on Hours Worked** times the value in the **Amount** field. If **Based on Hours Worked** is selected, you must also select either **Dollars/Cents** or **Percent**. When **Based on Hours Worked** is selected, the benefit is calculated by multiplying the number in the Hours Worked field on the **Live Payroll** (or **ATF Payroll**) screen times the **Amount**. If **Based on Hours Worked** is not selected, the benefit is calculated by multiplying gross pay by the **Amount**.
   - **Amount** — This number corresponds either to a dollar amount or a decimal percentage that is assigned to the deduction. If neither **Dollars/Cents** or **Percent** is selected, an amount of `1` or greater designates a dollar amount. A decimal value less than 1 (for example .25) designates a percent. This amount can be edited on an individual basis by going to **Employees > Employee Setup**, and selecting the **Benefits** tab.

     If **Dollars/Cents** is selected, enter any amount and CWU will format the number as dollars and cents. Enter a value one cent or greater. If **Percent** is selected, enter any decimal value less than 1 up to six decimal places.

   - **Ceiling** — Enter the maximum amount of this benefit that can be taken. When the employee reaches the ceiling amount for the year, CWU discontinues giving this benefit to that employee.

- **W2 Box 12 Code** — During W2 processing, this code indicates which letters to enter for the Box 12 code. Below is a list of codes used in Box 12.

Table 4-3: W-2 Box 12 Codes

A	Uncollected Social Security or RRTA tax on tips
B	Uncollected Medicare tax on tips
C	Taxable cost of group term life insurance over $50,000
D	Elective deferrals to a §401(k) cash or deferred arrangement (including a SIMPLE 401(k) arrangement)
E	Elective deferrals to a §403(b) salary reduction plan
F	Elective deferrals to a §408(k)(6) salary reduction SEP
G	Elective deferrals and employer contributions (including nonelective deferrals) to any governmental or nongovernmental §457(b) deferred compensation plan
H	Elective deferrals to a 501(c) (18) (D) tax-exempt organization plan
J	Nontaxable sick pay (not included in lines 1, 3, or 5)
K	20% excise tax on excess golden parachute payments
L	Substantiated employee business expense reimbursements
M	Uncollected Social Security or RRTA tax on the taxable cost of group term life insurance over $50,000 (for former employees)
N	Uncollected Medicare tax on taxable cost of group term life insurance over $50,000 (for former employees)
P	Excludable moving expense reimbursements paid directly to the employee
Q	Nontaxable combat pay
R	Employer contributions to an Archer medical savings account (MSA)
S	Employee salary reduction contributions under a §408(p) SIMPLE
T	Adoption benefits
V	Income from the exercise of nonstatutory stock option(s)
W	Employer contributions to an employee's Health Savings Account (HSA)
Y	Deferrals under a §409A nonqualified deferred compensation plan
Z	Income under §409A on a nonqualified deferred compensation plan
AA	Designated Roth contributions to a section 401(k) plan
BB	Designated Roth contributions under a section 403(b) salary reduction agreement
DD	Cost of employer-sponsored health coverage

Table 4-3: W-2 Box 12 Codes

EE	Designated Roth contributions under a governmental §457(b) plan

- Select the taxing option that applies:

  Not taxed - not applied to Gross or Net Pay — The benefit is not taxed.

  Not taxed - not applied to Gross applied to Net Pay — The benefit is not taxed but the amount is added to Net Pay.

  Taxed - applied to Gross and Net Pay — The benefit is taxed based on the check box selections (**Federal**, **FICA**, **Medicare**, **FUTA**, **State**, **Local**, and **SUTA**) and the amount is added to Gross and Net pay.

  Taxed - not applied to Gross or Net Pay — The benefit is taxed but the benefit amount is not added to either the Gross or Net pay.

NOTE Benefits marked as **Not taxed - not applied to Gross or Net Pay** or **Taxed - not applied to Gross or Net Pay** do not transfer to the Journal.

- **Federal**, **FICA**, **Medicare**, **FUTA** (federal unemployment tax), **State**, **Local**, and **SUTA** (state unemployment tax) — Select the appropriate box if the benefit amount is taxable. When the information is saved, selected boxes show a **Y** in the field and boxes not selected show an **N** in the field. A **Y** means the benefit is subject to the specified type of withholding. An **N** means the benefit is not subject to the specified type of withholding.
- **W2 Box 1** — Select this box to add the amount of the benefit to the total federal wages in box 1 on the W-2.

NOTE The benefit amount will not be added to the total federal wages if **Taxed - applied to Gross and Net Pay** is selected.

- **W2 Box 10** — Select this box if the benefit is a dependent care benefit and the amount should appear in box 10 of the W-2. If this box is not selected, the item does not appear in box 10 of the W-2.
- **W2 Box 14** — Select this box to assign the benefit to box 14 on the W-2. If the proper box is not selected, then the information does not flow to the W-2 correctly.

4. Click **Save**. The benefits list shows the added benefit.

NOTE Assign employee benefits and benefit amounts to each employee by going to **Employees > Employee Setup**, select the employee and click on the **Benefits** tab.

Editing a Deduction or Benefit

To edit a deduction or benefit, go to **Employees > Deductions & Benefits**, select either the **Deductions** or **Benefits** option in the upper left of the window, and click the

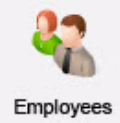
appropriate entry in the list. The top entry fields are activated. Edit the information and click **Save**. The list updates to show the changes.

Employee Setup

Select **Employees > Employee Setup** to enter information for the client's W-2 employees. Employee information must be entered before any payroll information is produced for each employee. When the **Employee Information Update** dialog box is open, employees are listed alphabetically by last name.

Adding an Employee

To add an employee, complete the following steps:



1. Go to **Employees > Employee Setup**.
2. Click **New**. Enter a code in the **Empl. Code** field. Employee codes are alphanumeric and can be up to 20 characters long.

IMPORTANT Use only letters and numbers when assigning employee codes. Do not use spaces or any special characters.

Use any scheme you wish to assign employee codes; however, we recommend that you use an employee code that is meaningful. For instance, instead of using the employee's SSN, you could use "JonesPaul." By using a meaningful code, lines on reports that refer to this employee are easily identifiable.

Once a valid employee code is entered, the information fields are enabled. To change an employee code, see "Change Employee Codes" on page 86.

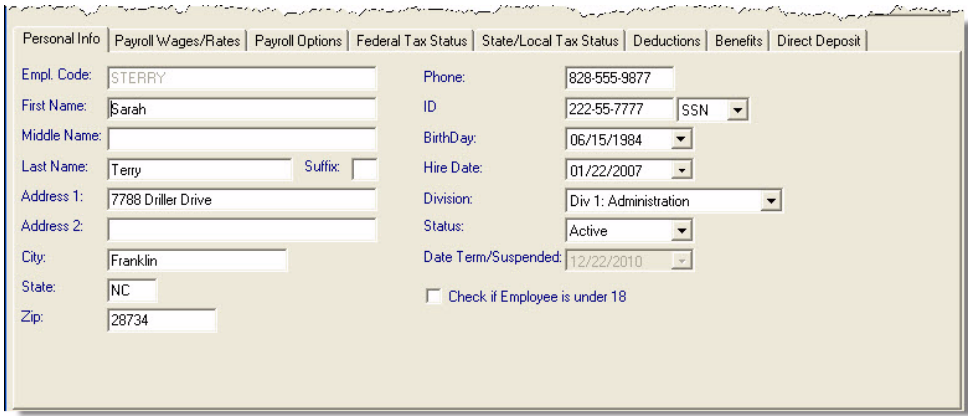
IMPORTANT Access is granted to eight tabs when an **Employee Code** is created. Complete *each* tab for *each* employee.

3. Complete information on the following tabs:
   - Personal Info Tab
   - Payroll Wages/Rates Tab
   - Payroll Options Tab
   - Federal Tax Status Tab
   - State/Local Tax Status Tab
   - Deductions Tab
   - Benefits Tab
   - Direct Deposit Tab
4. Click **Save** after verifying the information on all tabs.

Personal Info Tab

Complete the **Personal Info** tab:

Figure 4-6: Employee - Personal Info



- **First Name**, **Middle Name**, **Last Name**, **Suffix**, **Address**, and **Phone** — The **First Name** and **Last Name** are required. The address information is required in order to generate the W-2 at the end of the year. You can add this information later.

IMPORTANT

Enter the **First Name**, **Middle Name**, **Last Name**, **Suffix**, and **Address** as they should appear on the employee's paycheck and W-2. When entering information into the **Zip**, **Phone**, and **SSN** fields, do not use dashes (-) or slashes (/). These fields are formatted after information is entered.

- **Zip** — Enter the employee's zip code. This field is formatted after information is typed. The **City** and **State** fields autofill with information from the zip code database.
- **ID** (Required) — Enter the EIN, SSN, ITIN, or Other. The number is formatted based on the selection made from the drop list. The **OTH** selection is any information approved by the IRS instead of using an EIN, SSN, or ITIN.
- **BirthDay** — Enter the employee's birth date. This date is used to figure eligibility of catch-up amounts for 401k contributions.
- **Hire Date** — Enter the date the employee was hired. (See "Date Fields" on page 12.)
- **Division** (Optional) — Set up Divisions in **Setup > Headers & Footnotes**. (See "Headers and Footnotes" on page 54.)
- **Status** (Required) — Select the status of the employee.
  - **Statutory** — Some workers are deemed to be employees by statute. An employer should indicate on the worker's Form W-2 that the worker is classified as a statutory employee. Statutory employees report their wages, income, and allowable expenses on Schedule C (or Schedule C-EZ), Form 1040. Statutory employees are not liable for self-employment tax because their employers must treat them as employees for Social Security tax purposes.

For an exempt organization, the most common statutory employees are its officers. In addition, while not as prevalent in an exempt organization, the following workers are also statutory employees:

- A full-time traveling or city salesperson who solicits orders from wholesalers, restaurants, or similar establishments on behalf of a principal. The merchandise sold must be for resale (such as food sold to a restaurant) or for supplies used in the buyer's business.

- A full-time life insurance agent whose principal business activity is selling life insurance and/or annuity contracts for one life insurance company.

- An agent-driver or commission-driver engaged in distributing meat, vegetables, bakery goods, beverages (other than milk), or laundry or dry cleaning services.

- A home worker performing work on material or goods furnished by the employer.

NOTE

The selection made in the **Status** field determines the availability of the employment information in the payroll function and the state wage report. Selecting **Hourly**, **Salary**, or **Statutory** makes the employee information available in the payroll function.

- **Terminated** — Employee who has resigned or was let go by the company. Making this selection activates the **Date Term** field.
- **Suspended** — Employee is not employed by the company at this time. A suspended employee cannot be deleted until the end of the calendar year. Making this selection activates the **Date Term** field.

  If an employee is marked as **Suspended** or **Terminated**, the employee does not appear in the **Payroll** list and his information does not flow to the state wage report. Run the state wage report prior to setting an employee's status to **Terminated** or **Suspended** so the last payroll information can be captured. If the state wage report isn't run before setting an employee's status to **Terminated** or **Suspended**, change the employee's status back, generate the state wage report, then return the employee to the correct status. **Terminated** and **Suspended** employees can be deleted at the end of the calendar year once all reports, payroll filings, and W-2s/W-3s have been generated and mailed or electronically filed.

NOTE

Exception: If a business' fiscal year covers any period other than Jan.1-Dec.31, the employee cannot be deleted until the end of the fiscal year.

- **Date Term** — This field is activated when either **Suspended** or **Terminated** is selected in the **Status** field. Use the drop list to activate the calendar and select the date.
- **Check if Employee is under 18** — Select this box if the employee is under 18 years of age.

Payroll Wages/Rates Tab

Enter information about an employee's pay scale on the **Payroll Wages/Rates** tab.

- **Pay Class** (Required) — Select the employee's pay class.

  - **Hourly** — Employee is paid at an hourly rate.
  - **Salary** — Employee is paid based on an annual salary.
  - **Officer Salary** — Employee is an officer of the company and is paid based on an annual salary.
  - **Commission** — Employee is paid a commission with no hourly wage or annual salary.
  - **Sick Pay** — Employee is receiving third party sick pay. When this status is selected, the **Date Sick Pay Started** and **% Sick Pay Paid by Employee** fields are activated.
- **Pay Frequency** — Select the appropriate option based on how often this employee is paid. This information determines the default value of **Regular Hours** for hourly employees in Live Payroll and ATF Payroll. It also determines how the employee's annual salary is divided and displayed in the **Salary** field when processing payroll. For instance, if **Weekly** is selected, the annual salary is divided by 52 in **Payroll**; if **BiWeekly** is selected, the annual salary is divided by 26. Select **Zero** to remove the default hours when processing live payroll.
- **Annual Salary** — Enter the annual salary amount. The amount for the payroll check will be calculated based on the selection made in the **Pay Class** field. Entries in **Annual Salary** take precedence over entries in **Pay Rate 1**.
- **Suppress Regular Hours for Non-Hourly Employees** — This option is available for non-hourly employees only. When this option is selected, "0.00" displays in the **Regular Hours** field on the **Live** and **ATF Payroll** screens and the regular hours do not print on the employee's check stub.
- **Suppress Regular Hours on Check Stub** — When this option is selected, regular hours do not print on the employee's check stub.
- **Pay Rate 1** — If the employee is paid on an hourly basis, enter the hourly wage. Entries in **Annual Salary** take precedence over entries in **Pay Rate 1**.

IMPORTANT

Enter information in either the **Annual Salary** or the **Pay Rate 1** field. Payroll does not calculate correctly when there is information entered in both of these fields for an employee.

- **Overtime Factor** — Enter the percentage of the hourly wage the employee receives for working overtime. The default value is time-and-a-half, entered as 1.5.
- **Holiday Factor** — Enter the percentage of the hourly wage the employee receives for working on a holiday. The default value of the holiday pay rate is double-time, entered as 2.0.
- **Pay Per Piece** — If the employee is paid by production levels (piece work), enter the wage the employee receives for each piece produced.
- **Date of Pay Raise** — Enter the date the employee's pay raise became effective. This date is used to determine the correct amount of pay when a paycheck is generated prior to that date using the old amount or after that date using the increased amount.
- **Date Sick Pay Started** — Enter the date the employee began receiving third party sick pay.

- **% Sick Pay Paid by Employee** — Enter the percentage of sick pay paid by the employee.

Multiple Pay Rate Employees

Use this feature for employees with multiple job descriptions or multiple pay rates within the company.

A common scenario for multiple pay rate employees is the restaurant business. Some employees are paid at one rate when they are working as a “Hostess”, another rate when they are a “Server”, and yet another rate when they are working as a “Prep Chef”. Use the **Pay Rate 1** field for the employee’s “primary” job and the **Pay Rate 2 through 4** fields for any “secondary” jobs.

NOTE When processing payroll for multiple pay rate employees, you must enter the number of hours worked at each pay rate or job description.

Figure 4-7: Employee - Multiple Pay Rates

- **Additional Pay Rates** — Click this box to designate the employee is a multiple pay rate employee. This field must be selected in order to enter multiple pay rates. Making this selection activates the **Pay Rate Description**, **Pay Rate 2** through **4** and **Pay Rate 2** through **4 Description** fields.
  - **Pay Rate Description** — This field is activated only when **Additional Pay Rates** is selected. Enter a brief description of the employee’s regular pay to distinguish it from the other pay rates. This description appears in **Payroll** and on the pay stub.
  - **Pay Rate 2** through **4** — Enter pay rates for each of the employee’s “secondary” jobs.
  - **Pay Rate 2** through **4 Description** — Enter a brief description of each of the employee’s “secondary” jobs.
  - **Use Pay Rate for OT Rate** — Select the pay rate to use (rate 1, 2, 3, or 4) when the employee works overtime.

Payroll Options Tab

Select the appropriate payroll options for this employee on the **Payroll Options** tab.

Figure 4-8: Payroll Options

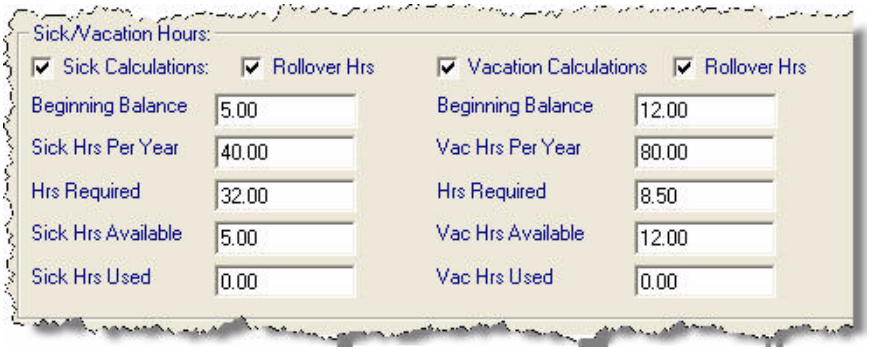
- **Tipped Employee** — Select this field if the employee receives tips. Select whether the employee received tips directly or indirectly.

  Direct tipped employees are any tipped employees who receive tips directly from customers, including employees who turn all tips over to a tip pool. All taxes and withholdings are deducted from the gross pay and the payroll check includes tips in the net pay.

  Indirect tipped employees are tipped employees who do not ordinarily receive tips directly from customers, such as busboys, service bartenders, and cooks.The employee holds the tips and reports the tip amount to the employer. The tips are included in the gross pay to determine taxes but are not included in the net pay.
- **Seasonal Employee** — Select the box to create the correct information on Forms 941, 941SS, W-2, and W-3 and several state reports.
- **Agricultural Employee** — Select the box to create the correct information on Forms 943, W-2, and W-3.
- **Employee Exempt From Fed. Withholding** — Payroll for this employee is calculated as exempt from federal withholding.
- **Employee Exempt From State Withholding** — Payroll for this employee is calculated as exempt from state withholding.
- **Exempt from SUTA** — Select this option if the pay amount should not to be added to payroll for state unemployment purposes.
- **Exempt from FUTA** — Select this option if the pay amount should not to be added to payroll for federal unemployment purposes.
- **Use Employee's State for Box 15 on the W2** — Select to use the employee's state in box 15 of their W-2 instead of the employer's state.
- **401k Status** — Select whether the employee's 401k account is active, suspended, or inactive.

Sick/Vacation Hours

Figure 4-9: Sick and Vacation Hours



- **Sick Calculations** — Select this box to track sick hours available and used. This box must be selected and the sick hours (**Employees > Account & Payroll Information > Payroll Options**) **Accrual Options** set up in order to have CWU track sick hours available.
- **Rollover Hrs** — Select this check box if sick hours not used this year are available for use next year. The **Sick Hours Available** rolls over as the **Beginning Balance** into next year's Client Write-Up program.
- **Beginning Balance** — Enter the current sick hours available including the rollover balance. This field is updated (if the **Rollover Hrs** box is selected) with the amount of **Sick Hours Available** into next year's Client Write-Up program.
- **Sick Hrs Per Year** — Enter the number of sick hours available in a year.
- **Hrs Required** — If sick hours accrue on a per-hours-worked basis, enter the number of hours the employee must work to earn one sick hour.
- **Sick Hrs Available** — Enter the current number of sick hours available. This balance calculated based on the formula (Beginning Balance + Earned Sick Hours) - Sick Hours Used.
- **Sick Hrs Used** — Enter the current number of sick hours used for the year. This balance is updated each time payroll (live or ATF) is run.
- **Vacation Calculations** — Select this box to track vacation hours available and used.
- **Rollover Hrs** — Select this box if vacation hours not used this year are available for use next year. The **Vacation Hours Available** rolls over as the **Beginning Balance** into next year's Client Write-Up program.
- **Beginning Balance** — Enter the current vacation hours available including the rollover balance. This field is updated (if the **Rollover Hrs** box was selected) with the amount of **Vacation Hours Available** into next year's Client Write-Up program.
- **Vac Hrs Per Year** — Enter the number of vacation hours available in a year.
- **Hrs Required** — If vacation hours accrue on a per-hours-worked basis, enter the number of hours the employee must work to earn one vacation hour.

- **Vac Hrs Available** — Enter the current number of vacation hours available. This balance is calculated based on the formula (Beginning Balance + Earned Vacation Hours) - Vacation Hours Used.
- **Vac Hrs Used** — Enter the current number of vacation hours used for the year. This balance is updated each time payroll (live or ATF) is run.

IMPORTANT

Employee checks or pay stubs must be printed in order for the **Sick Hrs Available** and **Vac Hrs Available** fields to be updated automatically. To automatically update these fields for ATF paychecks, go to **Employees > Reprint Checks** and print checks using the **Preview checks prior to printing** option.

Employee-Officer Expense/Cash Accounts

NOTES

This section can be skipped if the bookkeeping feature is not being used.

The client Chart of Accounts must be created prior to entering account numbers. See "Chart of Accounts (COA) Setup" on page 45.

NEW FOR 2011

Different **Employee Salary** and **Officer's Salary** Cash and Expense accounts can be assigned for each employee. If no accounts are assigned for an employee on the employee's **Payroll Options** tab, the accounts assigned on the **Employees > Account & Payroll Information**, **G/L Account Numbers** tab are used when transactions are posted to the journal.

The account information entered is used to generate entries into the payroll journal from employee payroll entries. Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

Employee/Officer Cash Account — This account is credited when a transaction is entered.

Employee/Officer Expense Account — This account is debited when a transaction is entered.

NOTE

Only use the Officer cash and expense accounts for employees with a **Pay Class** of **Officer Salary**. Use the Employee cash and expense accounts for all other pay classes. Set the **Pay Class** on the **Payroll Wages/Rates** tab.

Federal Tax Status Tab

Enter information about an employee's federal withholding on the **Federal Tax Status** tab.

Federal Withholding Options

- **Wage Calculation Method** — This option uses annualized payroll to access the "Tables for Percentage Method of Withholding (table 7)" to calculate the Federal withholding as described in IRS Pub 15 and is the default method for figuring the federal tax.
- **Fixed Percent Method** — This method uses a fixed percentage, which you select, to determine the federal tax, regardless of income. When the percentage method is selected, the **Federal Withholding Information** section changes to prompt for the actual withholding percent used.
- **Rounded** — Federal withholding amounts of 50 cents and more are rounded up to the next dollar. Amounts less than 50 cents are rounded down to give a whole dollar amount.
- **Nonresident Alien Employee** — Select this option and the employee is taxed at the higher nonresident alien rate.

Federal Withholding Information

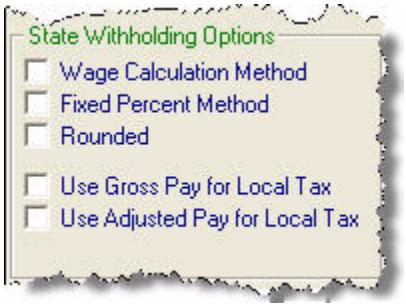
- **Filing Status, Exemptions, and Add'l W/H** — These fields are available when the **Wage Calculation Method** is selected. Enter information from the employee's Form W-4.
- **Exempt from SS W/H** — Select this option if the employee is exempt from paying Social Security withholding.
- **Exempt from Medicare W/H** — Select this option if the employee is exempt from paying Medicare withholding.
- **WH Percent** — This field is available when the **Fixed Percent Method** is selected. Enter the percentage to be used to calculate the employee's federal withholdings in decimal format. (For instance, `.15` indicates 15%.)

State/Local Tax Status Tab

Enter information about an employee's state and local withholding on the **State/Local Tax Status** tab.

State Withholding Options

Figure 4-10: State Withholding Options



- **Wage Calculation Method** — This option uses annualized payroll to calculate the State withholding as described in the publications for each state.
- **Fixed Percent Method** — This method uses a fixed percentage, which you select, to determine the state tax, regardless of income. When the percentage

method is selected, the **State/Locality Information** section changes to prompt for the actual withholding percent used.

- **Rounded** — State withholding amounts of 50 cents and more will be rounded up to the next dollar. Amounts less than 50 cents will be rounded down to give a whole dollar amount.
- **Use Gross Pay for Local Tax** — Select this option if the locality tax is based on the gross amount of the employee's pay check.
- **Use Adjusted Pay for Local Tax** — Select this option if the locality tax is based on the net amount of the employee's pay check.

State/Locality Information

Figure 4-11: State/Locality Information

- **Tax Table** — Select the employee's state for tax withholding purposes. If state withholding is not applicable, no selection is necessary or you may choose **None**. Selecting a state here puts the same state in the **State Code** field when processing live and ATF payroll.
- **Locality 1-3** — Select the locality where the employee lives. The contents of the drop lists is determined by the entries in **Employees > Account & Payroll Information**, the **Local Rates** tab. If there is no entry in the list for the employee's locality, there is likely no locality tax for that location. See "Add Locality Tax" on page 64 if a locality needs to be added to the drop list.

Filing Status/Exemptions

Filing Status, Exemptions, and **Add'l W/H** — These fields are available when the **Wage Calculation Method** option is selected. Enter information from the employee's state W-4.

State Fixed Percent WH

WH Percent — This field is available when the **Fixed Percent Method** is selected. Enter the percentage to be used to calculate the employee's state withholdings in decimal format. (For instance, `.15` indicates 15%.)

General Selections

After selecting the employee's state from the **Tax Table** list under the **State/Locality Information**, fill in additional data as required by the selected state. If the state does not require additional withholding information, no additional data fields are displayed.

- **Blind** — If **Tax Table** is set to **IL** or **MS**, the **Blind** field is active. If the employee or spouse is blind, select the appropriate option in this field.
- **Over 65** — If **Tax Table** is set to **IL** or **MS,** the **Over 65** field is active. If the employee or spouse is over the age of 65, select the appropriate option in this field.
- **Wage Chart** — If **Tax Table** is set to **NJ**, the **Wage Chart** field is active. Select the appropriate wage chart letter for state withholding purposes.
- **% of Federal** — If **Tax Table** is set to **AZ**, the **% of Federal** field is active. If the employee is taxed based on a percentage of the federal tax, choose the applicable tax rate from the list.
- **Reduced WH** — If the **Tax Table** field is set to **CT**, the **Reduced WH** field is active. If the employee qualifies for reduced withholding, enter the amount here.
- **Est Deductions** — If the **Tax Table** field is set to **CA** or **NJ**, the **Est Deductions** field is active. If the employee qualifies for Estimated Deductions Reduction withholding, enter the amount of the deductions here.
- **No. Dependents** — If the **Tax Table** field is set to **AL**, **LA,** or **MS**, this field is active. Enter the number of dependents the employee claims for state withholding purposes.

Deductions Tab

Enter payroll deductions for the employee on the **Deductions** tab. Before assigning deductions to an employee, first create the deductions through **Employees > Deductions & Benefits**. Deductions set up in **Deductions & Benefits** are available to be assigned to employees on the **Employees > Employee Setup**, **Deductions** tab without amounts.

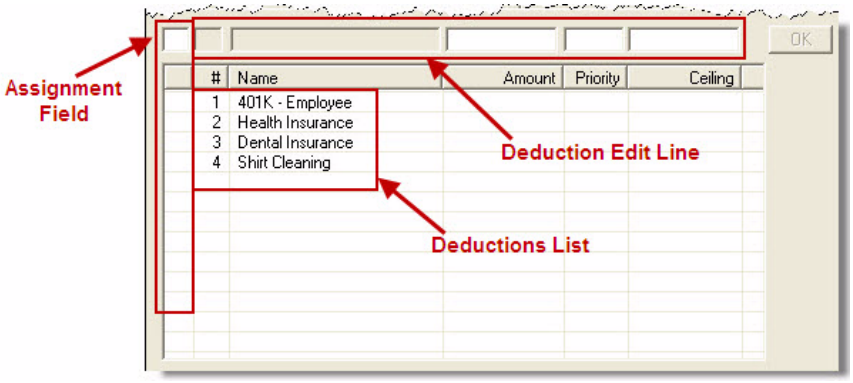
NEW FOR 2011

Assign only the deductions applicable to each employee. Only the deductions assigned to that employee appear on their payroll screen and check stub.

To assign a deduction to an employee:

1. Double-click a deduction in the **Deductions List** that is to be assigned to the employee. The deduction number and name display in the **Deduction Edit Line** with an “X” in the **Assignment Field**. See Figure 4-12.

Figure 4-12: Deductions Assignment



2. Either press F3 to bring forward the default deduction amount for the selected deduction, or manually enter a deduction **Amount**, **Priority** (optional), and **Ceiling** (optional).
   - **Amount** — Enter the amount of the deduction for this employee. Default settings can be edited at this time. If a deduction has been set up to "Match a Benefit Number", editing a deduction amount will have no effect since the deduction amount will match the benefit amount. See Match to Benefit Number.

TIP

Enter a decimal amount less than 1.00 to indicate the deduction is a percentage of gross pay. To create deductions based on set dollar amounts, enter amounts of $1.00 or greater.

   - **Priority** — Set the order that deductions are to be subtracted. This information is valuable in cases of short pay weeks. This way, you know which deductions are the most important when it is not in the best interest of the employee to use all deductions.
   - **Ceiling** — Enter the maximum deduction that can be taken by this employee. When the employee reaches the ceiling amount for the year, CWU discontinues this deduction for the employee.
3. Click **OK**. The deduction displays in the **Deductions List** along with the **Amount**, **Priority**, and **Ceiling** values. The "X" in the **Assignment Field** for a deduction in the **Deductions List** indicates the deduction has been assigned to the employee.

Removing a Deduction from an Employee

If an employee does not want to have a deduction taken from his or her pay:

1. Double-click the deduction in the **Deductions List** that should not be deducted from the employee's pay. The deduction information displays in the **Deduction Edit Line** with an "X" in the **Assignment Field**.
2. Delete the "X" from the **Assignment Field** on the **Edit Line**.
3. Click **OK**.

Benefits Tab

Enter payroll benefits for the employee on the **Benefits** tab. Before entering benefits for payroll purposes, first create the benefits through **Employees** > **Deductions & Benefits**. Benefits set up in **Deductions & Benefits** are available to be assigned to employees on the **Employees** > **Employee Setup**, **Benefits** tab without amounts.

NEW FOR 2011

Assign only the benefits applicable to each employee. Only the benefits assigned to that employee appear on their payroll screen and check stub.

To assign a benefit to an employee:

1. Double-click a benefit in the **Benefits List** that is to be assigned to the employee. The benefit number and name display in the **Benefit Edit Line** with an "X" in the **Assignment Field**.
2. Either press F3 to bring forward the default benefit amount for the selected benefit, or manually enter a benefit **Amount** and **Ceiling** (optional).
   - **Amount** — Enter the amount of the deduction for this employee. Default settings may be edited at this time.

TIP

Enter a decimal amount less than 1.00 to indicate the benefit is a percentage of gross pay. To create benefits based on set dollar amounts, enter amounts of $1.00 or greater.

   - **Ceiling** — Enter the maximum amount of this benefit that can be taken by this employee. When the employee reaches the ceiling amount for the year, CWU discontinues giving this benefit to the employee.
3. Click **OK**. The benefit displays in the **Deductions List** along with the **Amount** and **Ceiling** values. The "X" in the **Assignment Field** for a benefit in the **Benefits List** indicates the benefit has been assigned to the employee.

Removing a Benefit from an Employee

If an employee does not want to have a benefit included in his or her pay:

1. Double-click the benefit in the **Benefits List** that should not be included in the employee's pay. The benefit information displays in the **Benefit Edit Line** with an "X" in the **Assignment Field**.
2. Delete the "X" from the **Assignment Field** on the **Edit Line**.
3. Click **OK**.

Direct Deposit Tab

Enter direct deposit information for the employee on the **Direct Deposit** tab.

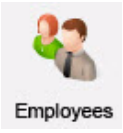
IMPORTANT

InterceptEFT is Drake's agent for direct deposit. You must call them (1-866-431-9926) and establish your account prior to using the Direct Deposit feature. Drake has established a special fee schedule with InterceptEFT for its clients. It's important that you identify yourself as a Drake client whenever you communicate with InterceptEFT.

Direct Deposit Payroll Checks — Select the check box if payroll checks are to be deposited directly into the employee's bank account. The **Account Type** and **Bank Routing Number** fields activate.

- **Account Type** — Specify whether to deposit the pay into a **Checking** or **Savings** account, or both. Directly deposit payroll checks in up to two accounts for each employee. If splitting a paycheck between two accounts, both accounts must be at the same bank. Checks can be split between any combination of checking and savings accounts including two checking or two savings accounts or one of each. If both **Checking** and **Savings** are selected, the **Enter Amount to Apply to Savings** field activates.
- **Enter Amount to Apply to Savings** — Enter the dollar amount to deposit into the second Direct Deposit account when the deposit is being split between two accounts. This amount can be edited for each pay check.
- **Bank Routing Number** — Enter the routing number for the employee's bank account. Find this number on the bottom of the contractor's personal checks to the left of the account number. The routing number displays asterisks. Reenter the routing number in the **Retype Bank Routing Number** field.
- **Checking Account Number** — Enter the employee's checking account number for the direct deposit. If the deposit is to be split between two savings accounts, enter the first savings account information here. The account number displays asterisks. Reenter the account number in the **Retype Checking Account Number** field.
- **Savings Account Number** — Enter the employee's savings account number for the direct deposit. If the deposit is to be split between two checking accounts, enter the second checking account information here. The account number displays asterisks. Reenter the account number in the **Retype Savings Account Number** field.

Edit an Employee



To edit an existing employee, go to **Employees > Employee Setup** and double-click a name from the list of employees or enter the employee's ID number in **Employee Code** field and press ENTER. The data fields for that employee activate. Edit the desired fields and click **Save**.

Change Employee Codes

IMPORTANT Changing employee codes must be done before producing W-2s.

To change an employee code, complete the following:

1. Go to **Employees** > **Change Employee Code**.

NOTE It is recommended that you back up your client files prior to changing employee codes. To backup from the **Change Employee/Contractor Code** window, click **Backup Files**.

2. Use the **Select the Old Employee Code** drop list to select the employee code to change.
3. Enter the new employee code into the **Enter the New Employee Code** field. Employee codes can be up to 20 characters and are alphanumeric.
4. Re-enter the new employee code.
5. Click **Save**.

IMPORTANT **Portals Users** - If an Employee Code needs to be changed, It is important that the Employer not make any changes to employee information until the Employee Code has been changed and Portals has been synched.

Payroll Processing

Make adjustments to state, company, and individual information by going to the following options under the **Employees** menu:

- Account & Payroll Information
- Deductions & Benefits
- Employee Setup

Changes to the federal wage information are made in **Firm** > **Firm Info./ Global Settings**. This information can be edited as needed.

Refer to “Process Payroll (Live and ATF)” on page 305 for an overview of the payroll process.

Live Employee Payroll

Use **Live Payroll** when employee paychecks will be printed.

NOTE See “Process Payroll (Live and ATF)” on page 305 for an overview of payroll processes.

To enter live payroll, complete the following steps:

1. Go to **Employees > Live Payroll**.
2. **Select Employee** — Double-click the employee from the employee list or enter the employee code in the field at the top left of the screen. All existing employees are listed alphabetically by last name. If necessary, sort the employee list by **Code**, **Name**, or **SSN** by clicking the column header. Once the employee has been selected, the other fields activate and information fields are automatically filled with data previously entered in **Employees > Employee Setup**.
3. Verify, edit, or complete the following fields:
   - **Pay Check Exempt from FUTA** — Select this option if the pay amount should not be added to payroll for FUTA purposes.
   - **Rate One**, **Rate Two**, **Rate Three**, **Rate Four** — The amounts in these fields are determined by the information entered in the **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Rate 1-4** fields and are active only if the employee is a multiple pay rate employee. Refer to "Multiple Pay Rate Employees" on page 76. Changes to the **Rate One thru Four** fields in Live Payroll affect vacation, holiday, sick, and overtime pay for this paycheck only. Edit these fields only if the default multiple pay rates are incorrect.

Figure 4-13: Multiple Pay Rate Rates and Hours

   - **Hours** — Enter the hours worked at each multiple pay rate. The total of all multiple pay rate hours is displayed in the **Total Hours** field.
   - **State Code** — This is determined by the state selected in **Tax Table** in **Employees > Employee Setup**, the **State/Local Tax Status** tab.

NOTE Fields are formatted when displayed and any changes are formatted after leaving the field.

   - **Pay Period Ending —** This is the current computer date. To change the date, enter the appropriate date using the MMDDYYYY format.
   - **Check Date** — This field is not used when preparing live payroll for employees that receive printed paychecks and is therefore unavailable. For those employees, the check date is entered when checks are printed. The **Check Date** field is required when entering live payroll for direct deposit employees. Enter the date of the check in MMDDYYYY format.

IMPORTANT

Direct Deposit transmissions on Friday, Saturday, or Sunday are processed by InterceptEFT the following Monday. InterceptEFT does not accept direct deposit check dates that fall on weekends or holidays. See "Appendix F - InterceptEFT Holidays" on page 320 for the Holiday Processing Calendar.

- **Check Number** — This field is not used when preparing live payroll and is therefore unavailable. The starting check number is entered when checks are printed.
- **Regular Hours** — This field is active when the employee is not a multiple pay rate employee and reflects information entered in the **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Frequency** field. Use this field to override the default number of hours worked. Enter the correct number of hours and the regular pay, earnings, and deductions adjust automatically. To remove the default hours, go to the **Payroll Wages/Rates** tab in **Employees > Employee Setup** and select **Zero** from the **Pay Frequency** list. **Regular Hours** changes to **Total Hours** when the employee is a multiple pay rate employee.
- **Hours Worked** — The amount in this field is calculated by adding **Regular Hours** plus **Overtime Hours** or **Regular Hours** minus **Sick Hours**. The amount in this field is used to calculate the employee's deduction or benefit if specified to be used in the calculation when the deduction or benefit was set up. Edit the amount in this field as needed. See Deduction Calculation and Benefit Calculation.
- **Total Hours** — This is a calculated field that is displayed only when the employee is a multiple pay rate employee. **Total Hours** is the total of the employee's multiple pay rate hours. See "Multiple Pay Rate Employees" on page 76 for information on setting up multiple pay rate employees.
- **Salary** — The salary is calculated when **Salary** is selected from the **Status** list on the **Employees > Employee Setup**, the **Personal Info** tab. Override the employee's salary on the **Live Payroll** dialog box. Enter the corrected amount and the regular pay, earnings, and deductions adjust automatically. To remove a default, go to **Employees > Employee Setup**, the **Payroll Wages/Rates** tab, and select **Zero** from the **Pay Frequency** list. Then, on the same dialog box, enter `0.00` as the **Annual Salary**.
- **Overtime Hours** — Indicate the number of overtime hours worked. The percentage used to calculate the overtime rate is based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Overtime Rate** field. The calculation adds the amount of the time in **Regular Pay** under **Earnings**. The "half" is entered in **Overtime Premium** under **Earnings**.
- **Vacation Hours** — Enter the number of vacation hours used during the pay period. The amount is calculated based on the information entered for **Pay Rate 1** in **Employees > Employee Setup**, the **Payroll Wages/Rates** tab.
- **Holiday Hours** — Enter the number of holiday hours used during the pay period. The amount is calculated based on the information entered in **Holiday Rate** on the **Payroll Wages/Rates** tab of **Employees > Employee Setup**.

- **Sick Hours** — Enter the number of sick hours used during the pay period. The amount is calculated based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Rate 1** field.

NOTE Vacation, holiday, and sick pay are combined under **Earnings**.

- **Tips** — Enter the amount of tips received by the employee that is not included in regular pay. Tips are not included in the calculation of gross pay but automatically have deductions taken from this amount. The amount is calculated based on the information entered in **Employees > Employee Setup**, **Payroll Options** tab, the **Tipped Employee** field.
- **Commissions** — Enter the amount to show on the pay stub as commissions. The amount of commissions is added to the regular pay and withholdings calculated accordingly.
- **3rd Party Sick Pay** — Enter the amount of 3rd party sick pay the employee received during the pay period. This field is only available when the **Status** field on the **Employees > Employee Setup**, **Personal Info** tab is set to **Sick Pay**. Employees cannot receive regular pay and 3rd party sick pay at the same time.
- **No. of Pieces** — For employees paid based on piece work. Enter the number of pieces for which the employee will be paid. The amount is calculated based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Per Piece** field. The amount of pay per piece is added to the regular pay and withholdings calculated accordingly.

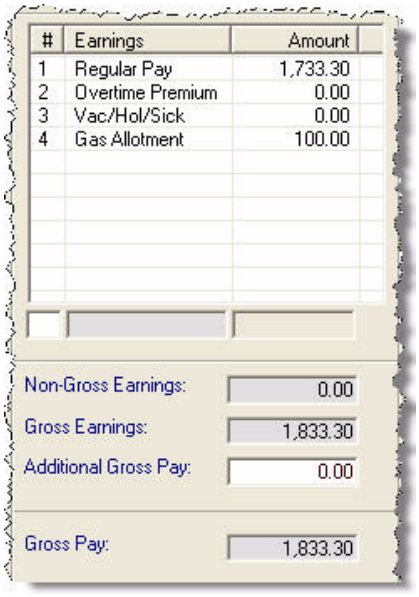
4. Verify the employee's earnings and deductions. Edit if necessary. For details, see "Earnings" on page 90 and "Deductions" on page 92.
5. Click **Save** once all the employee's information has been verified.

IMPORTANT CWU does not recognize a check generated in **Live Payroll** as existing until it is printed. Once the check has been printed, it is recognized in the calculation of Payroll Filings, State Wage Reports, and Payroll Reports.

For details about printing employee paychecks, see "Printing Employee Pay Checks" on page 101.

Earnings

Figure 4-14: Earnings



NOTE

To edit amounts in the **Earnings** column, double-click the amount and enter the new amount in the line above **Non-Gross Earnings**. Any changes made to the default earning amounts when entering live payroll are considered one-time only adjustments. Adjusted amounts are indicated with an asterisk (*).

- **Regular Pay** — The amount in this field is based on the information entered in **Employees > Employee Setup**, the **Payroll Wages/Rates** tab. Edit the **Regular Pay** amount by either changing the number of **Regular Hours** on the left of the dialog box or by double-clicking the **Regular Pay** line. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for this information and payroll amounts to be updated.
- **Overtime Premium** — The amount in this field is based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab. Edit the **Overtime Premium** amount by either changing the number of **Overtime Hours** on the left of the dialog box or by double-clicking the **Overtime Premium** line. This fills the field at the bottom of the **Earnings** box. With the

amount highlighted, enter the correct amount. Press ENTER for this information and the payroll amounts to be updated.

NOTES

The **Overtime Premium** calculates based on the selection made under **Employees > Account & Payroll Information**. See Store all overtime pay separate from regular pay.

The **Overtime Premium** for a multiple pay rate employee uses the pay rate selected in **Employees > Employee Setup**, **Payroll Wages/Rates** tab.

- **Vac/Hol/Sick** — The amount in this field is based on information entered in **Employees** > **Employee Setup**, **Payroll Wages/Rates** tab. Edit the **Vac/Hol/Sick** amount by either changing the number of vacation, holiday, or sick hours on the left of the dialog box or by double-clicking the **Vac/Hol/Sick** line. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for this information and the payroll amounts to be updated.

NOTE

An asterisk (*) next to a field indicates an override amount. This affects only the current check. Future checks for this employee use the default amounts.

Benefits

The benefits previously assigned to the selected employee on **Employees** > **Employee Setup**, the **Benefits** tab display in the **Earnings** list. The amounts are based on the information entered on that same tab.

To edit the amounts, double-click the line to be edited. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for the benefit and payroll amounts to be updated.

NOTE

Only benefits assigned to an employee display in this dialog box and print on the pay stub. If all 10 benefit lines are used, use the scroll bar to the right of **Earnings** to see all benefits.

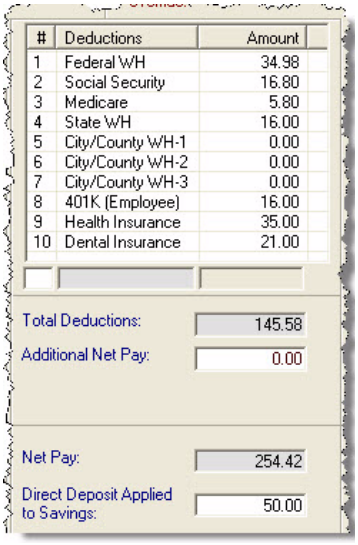
Gross Pay and Earnings

- **Non-Gross Earnings** (Cannot be edited directly) — To change the amount, edit the appropriate line in the **Earnings** box.
- **Gross Earnings** (Cannot be edited directly) — To change the amount displayed in this field, edit the appropriate line in the **Earnings** box. Benefits that are not set to **Apply to Gross** are not included in this amount.
- **Additional Gross Pay** — An amount added to this field is added to the gross pay produced from the information in **Earnings**. The standard calculations for withholdings are applied to this amount. The amount in this field is associated with the expense account entered in **Employees** > **Employee Setup**, **Payroll Options** tab, the **Expense Account** field (if the bookkeeping function is used).

- **Gross Pay** (Cannot be edited directly) — This is a calculated field generated by adding **Gross Earnings** and **Additional Gross Pay**.

Deductions

Figure 4-15: Deductions



NOTE

To edit amounts in the **Deductions** column, double-click the amount and enter the new amount in the line above **Total Deductions**. Any changes made to the default deduction amounts when entering live payroll are considered one-time only adjustments. Adjusted amounts are indicated with an asterisk (*).

- **Federal WH** — Federal withholding is based on the information entered in **Firm > Firm Info./Global Settings** and the **Federal Withholding Information** section of the **Federal Tax Status** tab in **Employees > Employee Setup**.
- **Social Security** — Social Security withholding is based on the information entered in **Firm > Firm Info./Global Settings**.
- **Medicare** — Medicare withholding is based on the information entered in **Firm > Firm Info./Global Settings**.
- **State WH** — State withholding is based on the information entered on the **State/ Local Tax Status** tab in **Employees > Employee Setup**.

NOTE

Federal withholding, state withholding, Medicare, and Social Security can be affected by the information in **Employees > Deductions & Benefits** and **Employees > Employee Setup**, the **Deductions** tab.

- **City/County WH** — Local withholding is based on the information entered on the **State/Local Tax Status** tab in **Employees > Employee Setup**.

Additional Deductions

The deductions previously assigned to the selected employee on the **Employees > Employee Setup**, the **Deductions** tab display in the **Deductions** list. The amounts are based on the information entered on that same tab.

NOTE Only deductions assigned to an employee show in this dialog box and print on the pay stub. If all 12 deduction lines are used, use the scroll bar to the right of the **Deductions** box to see all deductions.

To edit deduction amounts, double-click the line to be edited. This fills the field at the bottom of the **Deductions** box. With the amount highlighted, enter the correct amount. Press ENTER for the deduction and payroll amounts to be updated.

NOTE If a deduction has been "matched" with a benefit, you cannot edit the deduction amount. Editing the "matched" benefit amount automatically changes the deduction amount to mirror the benefit amount. See Match to Benefit Number for more information.

Total Deductions and Net Pay

- **Total Deductions** (Cannot be edited directly) — This is a calculated field based on the entries made in **Deductions**. Make changes to this field by changing the appropriate deductions lines.
- **Additional Net Pay** — Enter any amounts added to an employee's paycheck not subject to withholdings. This amount is associated with the expense account entered in **Employees > Employee Setup**, **Payroll Options** tab, the **Expense Account** field (if the bookkeeping function is used).
- **Net Pay** (Cannot be edited directly) — This is a calculated field based on the information from **Earnings** and **Deductions** sections. Make changes by changing the appropriate earnings and deductions fields.
- **Direct Deposit Applied to Savings** — This field is active when a Direct Deposit employee is splitting their pay between two accounts. The field displays the amount entered in **Employees > Employee Setup**, **Direct Deposit** tab, the **Enter Amount to Apply to Savings** field. Edit the amount in this field as desired. The edited amount affects the current check only.

Additional Live Employee Payroll Options

Mark Printed — The **Mark Printed** field is an optional field that, when selected, allows CWU to recognize this particular check as having been printed. The check will therefore not appear on the **Print New Checks** dialog box. This field changes to the **No Stub** option for direct deposit employees.

No Stub — The **No Stub** option is available only for direct deposit employees and, when selected, indicates that no check stub should be printed. When this option is selected, no print record displays in **Employees > Print New Checks**. This field changes to the **Mark Printed** option for employees not set up for direct deposit.

Test Check for Direct Deposit — Select this option to create a "test check" Direct Deposit file for the selected employee that can be transmitted to InterceptEFT. InterceptEFT does not require that you transmit a test check. When this option is selected, all amounts on the check change to zeros. A test transmission file is created when the test check is saved. Create a separate test transmission file for each employee. See "Transmitting Employee Direct Deposits" on page 107 for information on transmitting to InterceptEFT.

NOTE No information moves to the journal for a test check when the bookkeeping feature is being used.

Reset — The **Reset** button clears the payroll information from the dialog box.

Delete — The **Delete** button removes the payroll check from the payroll reports. All checks can be deleted whether or not they've been printed. To delete a live payroll check, complete the following steps:

1. From **Employees > Live Payroll**, select an employee.
2. Select a check to delete from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, **Check Number**, and net amount are displayed to aid in identifying the check to delete.
3. Click **Delete**.

   If a 941 or state wage report that has been processed is affected by this deletion, manual adjustments must be made to the reports. Deleting a check using this function removes the information from the payroll reports only and *does not* delete the information that has been posted to the transactions journal. Adjusting entries to the journal must also be made. Adjustments are also required if the deletion affects previously closed periods.

Editing a Live Employee Check

To edit a live payroll check, complete the following steps:

1. From **Employees > Live Payroll**, select an employee.
2. Select a check to edit from the **Previous Checks - Click to edit** list at the top right of the window. The **Pay Period Ending Date**, **Check Date**, **Check Number**, and net amount are displayed to aid in identifying the check to edit. The bottom part of the screen fills with the saved amounts.
3. Make the necessary edits and click **Save**.

NOTE All fields that can normally be edited in live payroll can be edited if the check has not been printed. If the check has been printed, only the **Check Date** and **Pay Period Ending Date** can be edited.

While in **Edit** mode, click **New** to enter a new check for the selected employee.

Any adjustments to 941s already processed need to be made again. If a posted check is edited, make adjustments to the journal to accommodate the edits.

ATF Employee Payroll

Use **ATF Payroll** for reporting purposes only. Paychecks are not printed when using ATF payroll.

NOTE

Checks entered in ATF payroll are recognized by CWU as printed. The **Mark Printed** field is selected by default when entering ATF payroll and is disabled so it cannot be changed. This allows you to run payroll reports, including 941s and state wage reports, for entries made in ATF payroll.

To enter ATF employee payroll, complete the following steps:

1. Go to **Employees > ATF Payroll**.
2. **Select Employee** — Select the employee from the employee list or enter the employee code in the field at the top left of the screen. All existing employees are listed alphabetically by last name. If necessary, sort the employee list by **Code**, **Name**, or **SSN** by clicking the column header. Once the employee has been selected, the other fields activate and information fields are automatically filled with data previously entered in **Employees > Employee Setup**.
3. Verify, edit, or complete the following fields:
   - **Pay Check Exempt from FUTA** — Select this option if the pay amount should not be added to payroll for FUTA purposes.
   - **Regular Rate**, **Rate Two**, **Rate Three**, **Rate Four** — The amounts in these fields are determined by the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Rate 1-4** fields and are active only if the employee is a multiple pay rate employee. Changes to pay rate in ATF Payroll affect **Vacation**, **Holiday, Sick**, and **Overtime Pay** for this paycheck only. Edit these fields only if the default multiple pay rates are incorrect.
   - **Hours**— Enter the hours worked at each multiple pay rate. The total of all multiple pay rate hours is displayed in **Total Hours**.
   - **State Code** — This is determined by the state selected in the **Tax Table** field in **Employees > Employee Setup**, the **State/Local Tax Status** tab.

NOTE

Fields are formatted when displayed and any changes are formatted after leaving the field.

   - **Pay Period Ending —** This is the current computer date. To change the date, enter the date using the MMDDYYYY format.
   - **Check Date** (required) — The check date should correspond to the date on the check issued to the employee and determines the quarter to post the pay check when generating Form 941. This field uses the current computer date

by default. To change the date, use the MMDDYYYY date format. For direct deposit employees, enter the date the client's account is to be debited.

IMPORTANT

InterceptEFT does not accept direct deposit check dates that fall on weekends or holidays. See "Appendix F - InterceptEFT Holidays" on page 320 for the Holiday Processing Calendar.

- **Check Number** (optional) — The check number should correspond to the number on the check that was issued to the employee. This field is not available for direct deposit employees.
- **Regular Hours** — The information in this field is displayed only when the employee is not a multiple pay rate employee and it reflects the information entered in the **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Frequency** field. Use this field to override the default number of hours worked. Enter the correct number of hours and the regular pay, earnings, and deductions adjust automatically. To remove the default hours, go to the **Payroll Wages/Rates** tab in **Employees > Employee Setup** and select **Zero** from the **Pay Frequency** list. **Regular Hours** changes to **Total Hours** when the employee is a multiple pay rate employee.
- **Hours Worked** — The amount in this field is calculated by adding **Regular Hours** plus **Overtime Hours** or **Regular Hours** minus **Sick Hours**. The amount in this field is used to calculate the employee's deduction or benefit if specified to be used in the calculation when the deduction or benefit was set up. Edit the amount in this field as needed. See Deduction Calculation and Benefit Calculation.
- **Total Hours** — This is a calculated field that is active only when the employee is a multiple pay rate employee. **Total Hours** is the total of the employee's multiple pay rate hours. Refer to "Additional Pay Rates" under "Employee Setup" on page 72 for information on setting up multiple pay rate employees.
- **Salary** — The salary is calculated when **Salary** is selected from the **Status** list on the **Employees > Employee Setup**, the **Personal Info** tab. Override the employee's salary in the **Salary** field of the **ATF Payroll** window, and the regular pay, earnings, and deductions adjust automatically. To remove a default, go to **Employees > Employee Setup**, the **Payroll Wages/Rates** tab, and select **Zero** from the **Pay Frequency** list. Then, on the same dialog box, enter `0.00` as the **Annual Salary**.
- **Overtime Hours** — Indicate the number of overtime hours worked. The percentage used to calculate the overtime rate is based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Overtime Rate** field.
- **Vacation Hours** — Enter the number of vacation hours used during the pay period. The amount is calculated based on the information entered in the **Pay Rate 1** field in **Employees > Employee Setup**, the **Payroll Wages/Rates** tab.
- **Holiday Hours** — Enter the number of holiday hours used during the pay period. The amount is calculated based on the information entered as **Holiday Rate** on the **Payroll Wages/Rates** tab of **Employees > Employee Setup**.

- **Sick Hours** — Enter the number of sick hours used during the pay period. The amount is calculated based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, the **Pay Rate 1** field.

NOTE Vacation, holiday, and sick pay are combined under **Earnings**.

- **Tips** — Enter the amount of tips received by the employee that is not included in regular pay. Tips are not included in the calculation of gross pay but have deductions taken automatically from this amount. The amount is calculated based on the information entered in **Employees > Employee Setup**, **Payroll Options** tab, **Tipped Employee** field.
- **Commissions** — Enter the amount to show on the pay stub as commissions. The amount of commissions is added to the regular pay and withholdings calculated accordingly.
- **3rd Party Sick Pay** — Enter the amount of 3rd party sick pay the employee received during the pay period. This field is only available when the **Status** field on the **Employees > Employee Setup**, **Personal Info** tab is set to **Sick Pay**. Employees cannot receive regular pay and 3rd party sick pay at the same time.
- **No. of Pieces** — For employees paid based on piece work. Enter the number of pieces for which the employee was paid. The amount calculated is based on the information entered in **Employees > Employee Setup**, **Payroll Wages/Rates** tab, **Pay Per Piece.** The amount of pay per piece is added to the regular pay and withholdings calculated accordingly.

4. Verify the employee's earnings and deductions. Edit if necessary. For details, see "Earnings" on page 97 and "Deductions" on page 99.
5. Click **Save** once all the employee's information has been verified.

Earnings

NOTE To edit amounts in the **Earnings** column, double-click the amount and enter the new amount in the line above **Non-Gross Earnings**. Any changes made to the default earning amounts when entering live payroll are considered one-time only adjustments. Adjusted amounts are indicated with an asterisk (*).

- **Regular Pay** — The amount in this field is based on the information entered in **Employees > Employee Setup**, the **Payroll Wages/Rates** tab. Hourly employees default to a 40 hour work week. Edit **Regular Pay** by either changing the number of **Regular Hours** on the left of the dialog box or by double-clicking the **Regular Pay** line. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for this information to appear on the proper line.
- **Overtime Premium** — The amount in this field is based on information entered in **Employees > Employee Setup**, the **Payroll Wages/Rates** tab. Edit **Overtime Premium** by either changing the number of **Overtime Hours** on

the left of the dialog box or by double-clicking the **Overtime Premium** line. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for this information and the payroll amounts to be updated.

NOTES

The **Overtime Premium** calculates based on the selection made under **Employees > Account & Payroll Information**. See Store all overtime pay separate from regular pay.

The **Overtime Premium** for a multiple pay rate employee uses the pay rate selected in **Employees > Employee Setup**, **Payroll Wages/Rates** tab.

- **Vac/Hol/Sick** — The amount in this field is based on information entered in **Employees** > **Employee Setup**, the **Payroll Wages/Rates** tab. Edit the **Vac/Hol/Sick** amount by either changing the number of vacation, holiday, or sick hours on the left of the dialog box or by double-clicking the **Vac/Hol/Sick** line. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for this information to appear on the proper line.

NOTE

An asterisk (*) next to a field indicates an override amount that affects only the current check. Future checks for this employee will use the default amounts.

Benefits

The benefits previously assigned to the selected employee on **Employees** > **Employee Setup**, the **Benefits** tab display in the **Earnings** list. The amounts are based on the information entered on that same tab.

To edit the amounts, double-click the line to be edited. This fills the field at the bottom of the **Earnings** box. With the amount highlighted, enter the correct amount. Press ENTER for the benefit and payroll amounts to be updated.

NOTE

Only benefits assigned to an employee show in this dialog box and print on the pay stub. If all 10 benefit lines are used, use the scroll bar to the right of **Earnings** to see all benefits.

Gross Pay and Earnings

- **Non-Gross Earnings** (Cannot be edited directly) — To change the amount in this field, edit the appropriate line in the **Earnings** box.
- **Gross Earnings** (Cannot be edited directly) — To change the amount, edit the appropriate line in the **Earnings** box. Benefits that are not set to **Apply to Gross** are not included in this amount.
- **Additional Gross Pay** — An amount added to this field is added to the gross pay produced by the information in the **Earnings** box. The standard calculations for withholdings are applied to this amount. The amount in this field is associated with the expense account entered in **Employees** > **Employee Setup**,

Payroll Options tab, the **Expense Account** field (if the bookkeeping function is used).

- **Gross Pay** (Cannot be edited directly) — This is a calculated field generated by adding **Gross Earnings** and **Additional Gross Pay**.

Deductions

NOTE

To edit amounts in the **Deductions** column, double-click the amount and enter the new amount in the line above **Total Deductions**. Any changes made to the default deduction amounts when entering live payroll are considered one-time only adjustments. Adjusted amounts are indicated with an asterisk (*).

- **Federal WH** — Federal withholding is calculated based on information entered in **Firm** > **Firm Info./Global Settings** and the **Federal Withholding Information** section of the **Federal Tax Status** tab in **Employees** > **Employee Setup**.
- **Social Security** — Social Security withholding is calculated based on information entered in **Firm** > **Firm Info./Global Settings**.
- **Medicare** — Medicare withholding is calculated based on information entered in **Firm** > **Firm Info./Global Settings**.
- **State WH** — State withholding is calculated based on information entered on the **State/Local Tax Status** tab in **Employees** > **Employee Setup**.

NOTE

Federal withholding, state withholding, Medicare, and Social Security can be affected by the information in **Employees > Deductions & Benefits** and **Employees > Employee Setup**, the **Deductions** tab.

- **City/County WH** — Local withholding is calculated based on information entered on the **State/Local Tax Status** tab in **Employees** > **Employee Setup**.

Additional Deductions

The deductions previously assigned to the selected employee on the **Employees** > **Employee Setup**, the **Deductions** tab display in the **Deductions** list. The amounts are based on the information entered on that same tab.

NOTE

Only deductions assigned to an employee show in this dialog box and print on the pay stub. If all 12 deduction lines are used, use the scroll bar to the right of the **Deductions** box to see all deductions.

To edit deduction amounts, double-click the line to be edited. This fills the field at the bottom of the **Deductions** box. With the amount highlighted, enter the correct amount. Press ENTER for the deduction and payroll amounts to be updated.

NOTE

If a deduction has been “matched” with a benefit, you cannot edit the deduction amount. Editing the “matched” benefit amount automatically changes the deduction amount to mirror the benefit amount. See Match to Benefit Number for more information.

Total Deductions and Net Pay

- **Total Deductions** (Cannot be edited directly) — This is a calculated field based on the entries made in **Deductions**. Make changes to this field by changing the appropriate deductions lines.
- **Additional Net Pay** — Enter any amounts added to an employee's paycheck not subject to withholdings. This amount is associated with the expense account entered in **Employees > Employee Setup**, **Payroll Options** tab, the **Expense Account** field (if the bookkeeping function is used).
- **Net Pay** (Cannot be edited directly) — This is a calculated field based on the information from the **Earnings** and **Deductions** sections. Make changes to this field by changing the appropriate earnings and deductions fields.
- **Direct Deposit Applied to Savings** — This field is active when a Direct Deposit employee is splitting their pay between two accounts. The field displays the amount entered in **Employees > Employee Setup**, **Direct Deposit** tab, the **Enter Amount to Apply to Savings** field. Edit the amount in this field as desired. The edited amount affects the current check only.

Additional ATF Employee Payroll Options

Mark Printed — The **Mark Printed** field is permanently selected for non-direct deposit employees and cannot be edited. ATF checks do not appear as checks to be printed on the **Print New Checks** dialog box. This field changes to the **No Stub** option for direct deposit employees.

No Stub — The **No Stub** option is available only for direct deposit employees and, when selected, indicates that no check stub should be printed. When this option is selected, no print record displays in **Employees > Print New Checks**. This field changes to the **Mark Printed** option for employees not set up for direct deposit.

Test Check for Direct Deposit — Select this option to create a “test check” Direct Deposit file for the selected employee that can be transmitted to InterceptEFT. InterceptEFT does not require that you transmit a test check. When this option is selected, all amounts on the check change to zeros. A test transmission file is created when the test check is saved. Create a separate test transmission file for each employee. See “Transmitting Employee Direct Deposits” on page 107 for information on transmitting to InterceptEFT.

NOTE No information moves to the journal for a test check when the bookkeeping feature is being used.

Reset — The **Reset** button clears the payroll information from the dialog box.

Delete — The **Delete** button removes the payroll check from payroll reports. To delete an ATF payroll check, complete the following steps:

1. From **Employees > ATF Payroll**, select an employee.

2. Select a check to delete from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, **Check Number**, and net amount are displayed to aid in identifying the check to delete.
3. Click **Delete**.

   If a 941 or state wage report that has been processed is affected by this deletion, manual adjustments must be made to the reports. Deleting a check using this function removes the information from the payroll reports only and *does not* delete the information that has been posted to the transactions journal. Adjusting entries to the journal must also be made. Adjustments are also required if the deletion affects previously closed periods.

Editing an ATF Employee Check

To edit an ATF employee payroll check, complete the following steps:

1. From **Employees > ATF Payroll**, select an employee.
2. Select a check to edit from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, **Check Number**, and net amount are displayed to aid in identifying the check to edit. The bottom part of the screen fills with the saved amounts.
3. Only the **Pay Period Ending Date**, **Check Date**, and **Check Number** can be edited.
4. Make the necessary edits and click **Save**.

NOTES

Any adjustments to 941s already processed need to be made again. If a posted check is edited, make adjustments to the journal to accommodate the edits.

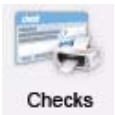
While in **Edit** mode, click **New** to enter a new check for the selected employee.

Printing Employee Pay Checks

Go to **Employees > Print New Checks** for a list of "new" payroll checks available to be printed. A "new" check is one that hasn't previously been printed. A payroll check can be printed as a "new" check only once.

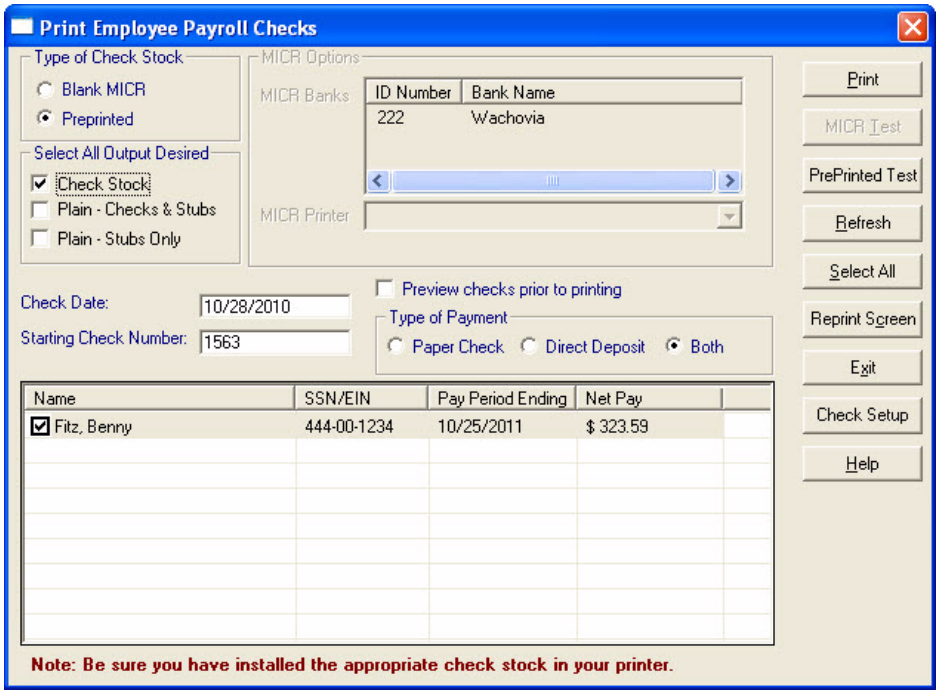
IMPORTANT Place the check stock in the printer before starting this process.

To print checks, complete the following steps:



1. Go to **Employees > Print New Checks**.

Figure 4-16: Print Employee Payroll Checks



2. Select the type of check stock being used, either **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.
4. **Select All Output Desired** — Use this feature to print multiple copies of payroll checks.
   - **Check Stock** — Prints the check and stub on check stock.
   - **Plain - Checks & Stubs** — Prints a copy of the check and stub on plain paper.

- **Plain - Stubs Only** — Prints a copy of the stub only (no check) on plain paper.

NOTES

When **Preview checks prior to printing** is selected, a separate file is created for each output selected.

At least one output selection is required.

5. To view payroll checks on your computer screen prior to printing, select the **Preview checks prior to printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).

IMPORTANT

Previewed checks are considered printed by CWU. If previewed checks are not printed when displayed, either click the **Reprint Screen** button or go to **Employees > Reprint Checks** and print the check.

6. Enter a check date. This is the current computer date. To change the date that prints on the check, highlight the date and enter the correct date using the format MMDDYYYY. Enter only numbers (no slashes (/), dashes (-), or periods (.) in this date field or an erroneous date error is generated. Once the date is set, it prints on *all* checks printed during this session. *Always* verify this information before printing.

WARNING

The **Check Date** determines the quarter to which the payroll is posted for both federal and state payroll filing reports. It is important to enter the correct **Check Date**. Entering the wrong date results in incorrect information being placed on the 94X tax deposit.

7. Enter the starting check number. This is the check number that prints on the first check printed during the current print session. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
8. **Type of Payment** — Select the **Type of Payment**. Choose to display paper pay checks, unprinted direct deposit pay stubs, or both in the unprinted check window. Be careful not to print direct deposit pay stub information on check stock.
9. Live payroll checks and direct deposit pay stubs that are available to print are displayed with a box next to the employee name. Select the box next to the employee names to indicate those checks or stubs to print. Click the desired column header to arrange the checks to print in order of employee name, SSN/EIN, pay period ending, or net pay amount. Checks can be printed individually or in groups.
10. Click **Print**. If you are using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer on the **Print Checks** dialog box. If you are not using MICR blank check stock, the Windows printer dialog box

opens and provides the opportunity to change the printer used during this print session.

NOTE Once checks have been printed, they can be reprinted by either clicking the **Reprint Screen** button or going to **Employees > Reprint Checks**.

Additional Check Print Options

MICR Test — Sends a test check to the selected MICR printer. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

PrePrinted Test — Sends a test check to the printer you select. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

Refresh — Clears the previously selected checks to print.

Select All — Selects all checks displayed to print.

Reprint Screen — Displays the dialog box where all checks previously printed are available to be reprinted. For more information about reprinting checks, see "Reprinting Employee Pay Checks" on page 104.

NOTE An employee pay check can be printed only once from **Print New Checks**. To reprint a check due to loss or damage, go to **Employees > Reprint Checks**.

Check Setup — Displays the **Setup > Check and Stub Options** screen. When check stub setup is complete, CWU returns to the **Print Payroll Checks** screen.

Reprinting Employee Pay Checks

Employee payroll checks may be reprinted as many times as needed. Select **Employees > Reprint Checks** for a list of all payroll checks that have previously been printed or click **Reprint Screen** on the **Print New Checks** dialog box.

Place the check stock in the printer before starting this process.

IMPORTANT Reprinting a check overwrites the journal entry of the previously printed check. The payroll reports show only one check written. CWU does not keep track of the check stock for you. Once reprinted, the initial check(s) is not documented in the program.

To reprint checks, complete the following steps:

1. Go to **Employees > Reprint Checks**.
2. Select the type of check stock being used: **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):

- **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
- **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.

4. **Select All Output Desired** — Use this feature to print multiple copies of payroll checks.
   - **Check Stock** — Prints the check and stub on check stock.
   - **Plain - Checks & Stubs** — Prints a copy of the check and stub on plain paper.
   - **Plain - Stubs Only** — Prints a copy of the stub only (no check) on plain paper.

NOTES

When **Preview checks prior to printing** is selected, a separate file is created for each output selected.

At least one output selection is required.

5. To view payroll checks on your computer screen prior to printing, select the **Preview checks prior to printing** check box. Once selected, the option remains in effect until the option is cleared. To print checks from the preview screen, select the Printer icon ( ).

NOTE

The original check date is used when reprinting payroll checks.

6. Enter the starting check number. This is the check number that prints on the first check printed during the current print session. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
7. **Type of Payment** — Select to display paper pay checks, direct deposit pay stubs, or both in the window at the bottom of the **Reprint Checks** dialog box. Be careful not to print direct deposit pay stub information on check stock.
8. Live employee payroll checks that have been printed for employees are displayed with boxes next to the employee names. Select a box to indicate those checks to be reprinted. Arrange the checks to print in order of employee name, pay period ending, or net pay by clicking the desired column header. Checks can be printed individually or in groups.

9. Select **Print**. If you are using pre-printed check stock or printing direct deposit pay stubs, the Windows printer dialog box opens and provides the opportunity to change the printer used during this print session. When using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer from the **MICR Printer** field.

NOTE

Once checks have been printed, they can be reprinted by either clicking the **Reprint Screen** button or going to **Employees > Reprint Checks**.

See "Preprinted Check Alignment" on page 29 for help in resolving pre-printed check stock printing alignment issues.

Additional Check Print Options

MICR Test — Sends a test check to the selected MICR printer. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

PrePrinted Test — Sends a test check to the printer you select. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

Refresh — Clears the previously selected checks to print.

Select All — Selects all checks displayed to print.

Print Screen — Displays the dialog box where unprinted checks are available to be printed. For more information about printing checks, see "Printing Employee Pay Checks" on page 101.

NOTE

A payroll check can be printed only once from **Print New Checks**. To reprint a check due to loss or damage, go to **Employees > Reprint Checks**.

Check Setup — Displays the **Setup** > **Check and Stub Options** screen. When check stub setup is complete, CWU returns to the **Reprint Payroll Checks** screen.

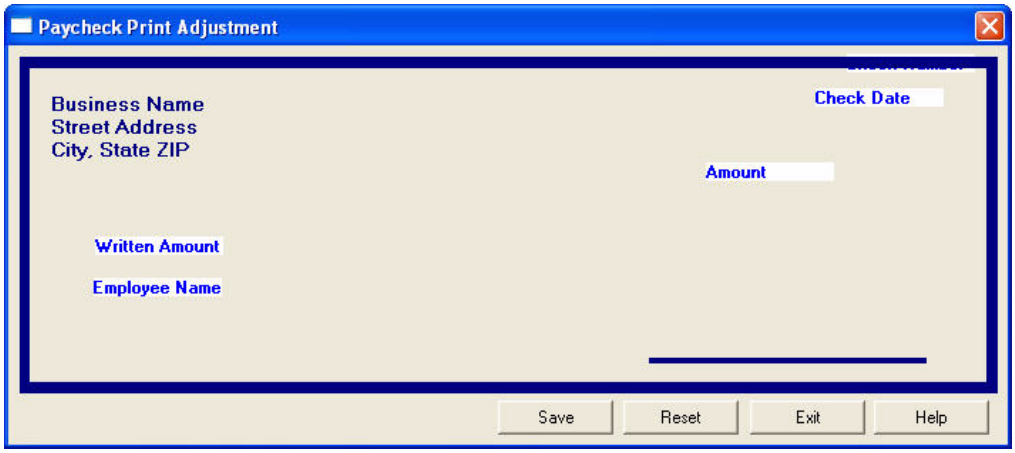
Check Alignment

The check alignment feature is used to change the alignment of information printed on pre-printed payroll checks. The information in the white fields can be adjusted to match pre-printed checks.

Complete the following to adjust the pre-printed payroll check alignment:

1. Go to either **Employees** > **Check Alignment** or **Contractors** > **Check Alignment**.

Figure 4-17: Check Alignment



NOTE Preprinted check alignment made on the **Employees > Check Alignment** window also affect contractor payments check alignment.

2. Click the left mouse button on the field to be adjusted.
3. Hold the mouse button down while dragging the field to the desired position on the check.
4. Release the mouse button to place the field in the new position on the check.
5. Click **Save** to save the changes.

Click **Reset** to restore all the fields on the check to their default location.

Due to multiple options of operating systems, printers, and check formats, minor adjustments may be required to make checks print properly. Copy a check and print a test check to make sure the information matches and is positioned properly. This prevents wasting check stock.

Transmitting Employee Direct Deposits

Once live payroll has been entered for direct deposit employees and their pay stubs have been printed, transmit the pay information to InterceptEFT.

IMPORTANT An Internet connection is required to transmit Direct Deposit information to InterceptEFT. If you use a dial-up connection to access the Internet, you must first connect to the Internet before transmitting Direct Deposit information. See "Direct Deposit" on page 20 for details on setting up to use Direct Deposit.

To transmit direct deposit pay information, complete the following:

1. Go to **Employees > Direct Deposit - Transmit Employees**.
2. Enter the date range of paychecks to be transmitted in the **Beginning Date** and **Ending Date** fields. These fields default to today's date.

3. Click **Accept Dates**. Direct Deposit pay records with a **Check Date** within that date range display. Previously transmitted pay records are indicated with a "T" in the **Transmitted** column.
4. If two accounts have been established with InterceptEFT, select which account should be used for this transmission - either the **Primary UserID and Password** (default) or the **Secondary UserID and Password**.
5. Select the box next to the employee names to indicate the pay records to transmit to InterceptEFT. Arrange the pay records in order by ID, Name, Check Date, Amount, or Transmitted by clicking the column header. Pay records can be transmitted individually or in groups.
6. Click **Verify Dates**. InterceptEFT does not accept check dates that fall on weekends or holidays. If none of the checks selected have "invalid" check dates, the **Transmit** button becomes active and you may proceed to transmit pay records to InterceptEFT.

   If any of the checks selected have a check date that falls on a weekend or holiday, a warning displays stopping the process. See "Appendix F - InterceptEFT Holidays" on page 320 for InterceptEFT's Holiday Processing Calendar. Click **OK** and a printable report displays the checks with the invalid dates. To change the invalid check dates, see the appropriate topic: "Editing a Live Employee Check" on page 94 or "Editing an ATF Employee Check" on page 101.
7. Click **Transmit**. Pay records transmit to InterceptEFT using your computer's Internet connection.

   When **Auto Display Report of Transmitted Records** is selected, a printable report of the Direct Deposit records that transmitted displays automatically. If you do not want this report to display, clear the check box. This same report is available by clicking **Review Repts.**, selecting **Display Direct Deposit Transmit Reports (TXT)**, and selecting the report.

   The **Reset** button clears all entries in the **Select Employees/Contractors** section of the screen.

   The **Review Repts.** button displays the **Review Reports** screen where previously produced reports can be viewed and printed. See "Report Review" on page 279 for instructions on running these reports.

Direct Deposit Reports

Client Write-Up offers many Direct Deposit reports that can be printed in either PDF, Excel, or Comma Separated Value (CSV) formats.

IMPORTANT

Direct Deposit report requests are uploaded to and report information is downloaded from InterceptEFT. Therefore, an Internet connection is required to run Direct Deposit reports. If you use a dial-up connection to access the Internet, you must first connect to the Internet before clicking **Request Rept**.

To run Direct Deposit reports, complete the following:

1. Go to **Employees > Direct Deposit - Transmit Employees > Reports**.

2. Select the format for the report in the **Available Print Formats** field.
3. Enter the beginning and ending date range for the report. To set the beginning and ending dates for reports, click the next to the date displayed. Dates default to the current date on the computer. For instructions on setting calendar dates, see "Date Fields" on page 12.
4. Select the report to run and click **Request Rept.**

Direct Deposit Report Details

Table 4-4: Direct Deposit Report Details

Report Name	Details
CAR - Active Company Report	Company's last date of activity and their TIN verification.
PBR - Batches Submitted Summary	Batches InterceptEFT has submitted to the Federal Reserve for processing.
BRY - Statement and Projections	Statement of accounts and a projection of disbursements to and from your account by InterceptEFT.
CAP - Company Applications	Breakdown of the accounts credited and debited.
CCR - Company Contracts Report	Status of contracts on file with InterceptEFT.
CFS - Company Fee Schedule	InterceptEFT's fee schedule agreement for Direct Deposit services.
COR - Corrections	The receiving banks did allow the transaction to go through, but sent this report so you will change the information in your software, i.e., name, account number, routing number, etc. for future transactions. Refer to the last column of the report to determine what information needs to be changed.
RET - Returns	A transaction was rejected by the receiving bank and was sent back to InterceptEFT. The Returns report displays the reason it was returned so it can be corrected and prevent any future delays in processing.
XCC - Xcelerated Corrections	Non-posted Xcelerated Corrections. The Xcelerated Corrections is a screening system that compares your transactions by routing and account number against a database of previous NOC transactions. The transaction is stopped before the file is submitted to the Federal Reserve for processing. This report will only be available for the day in which they are received. Prior days are included in the **Corrections** report.

Table 4-4: Direct Deposit Report Details

Report Name	Details
XCR - Xcelerated returns	Non-posted Xcelerated returns for the day they were received only. Xcelerated Returns is a screening system that compares your transactions by routing and account number against a database of previously returned transactions. The transaction is then taken out of the file before submitting it to the Federal Reserve.
FAR - File Acknowledgement Summary	Summary of files that have been received by Intercept-EFT. The report confirms the files they received by batch and total dollar amount.
MBS - Monthly Billing Summary	Billing summary of your monthly charges. Each client will have a lump sum for processing during the month.
MBD - Monthly Billing Detail	Detailed billing statement of your monthly charges. Each client will have an individual breakdown of transactions processed during the month.

The **Review Repts.** button displays the **Review Reports** screen where previously produced reports can be viewed and printed. See "Report Review" on page 279 for instructions on running these reports.

IMPORTANT To transfer payroll information to the journal, see "Payroll Journal Entry" on page 160.

Calculating 94X Series Tax Deposits

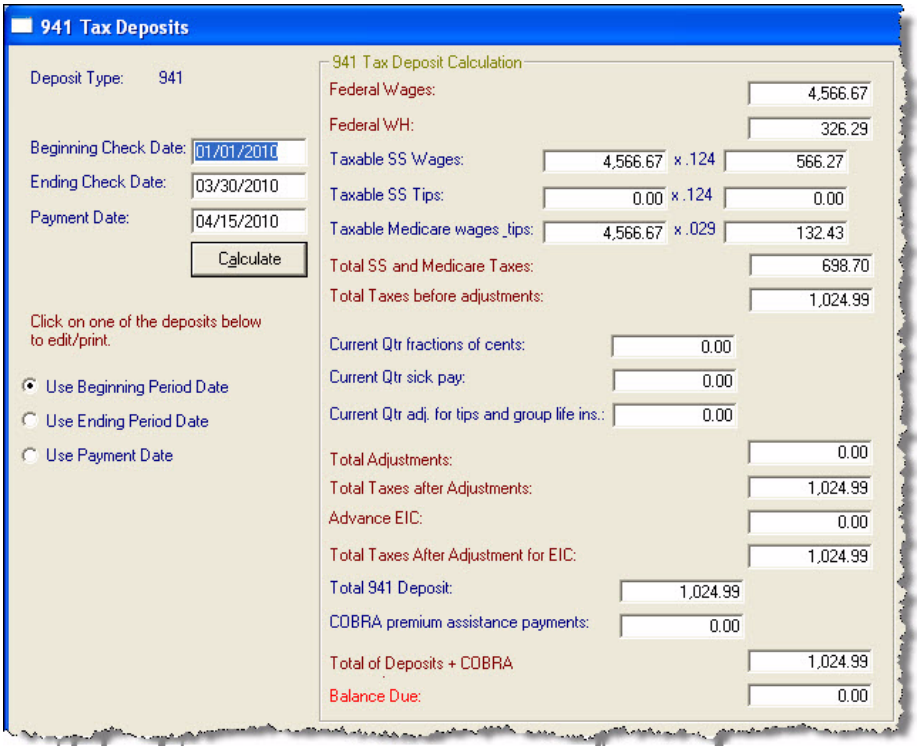
Client Write-Up calculates tax deposits for Forms 940, 941, 941-SS, 943, 944, and 944-SS.

NOTE It is recommended that the 94X tax deposit information is entered and verified. However, this step is not required in order to generate a 94X tax return.

To calculate and print a 94X series tax deposit, complete the following steps:

1. Go to **Employees** > **Tax Deposit** > **94X** and select the 94X series deposit.

Figure 4-18: 941 Tax Deposit


941 Tax Deposits
Deposit Type: 941
Beginning Check Date: 01/01/2010
Ending Check Date: 03/30/2010
Payment Date: 04/15/2010
Calculate
Click on one of the deposits below to edit/print.
Use Beginning Period Date
Use Ending Period Date
Use Payment Date
941 Tax Deposit Calculation
Federal Wages: 4,566.67
Federal WH: 326.29
Taxable SS Wages: 4,566.67 x .124 566.27
Taxable SS Tips: 0.00 x .124 0.00
Taxable Medicare wages _tips: 4,566.67 x .029 132.43
Total SS and Medicare Taxes: 698.70
Total Taxes before adjustments: 1,024.99
Current Qtr fractions of cents: 0.00
Current Qtr sick pay: 0.00
Current Qtr adj. for tips and group life ins.: 0.00
Total Adjustments: 0.00
Total Taxes after Adjustments: 1,024.99
Advance EIC: 0.00
Total Taxes After Adjustment for EIC: 1,024.99
Total 941 Deposit: 1,024.99
COBRA premium assistance payments: 0.00
Total of Deposits + COBRA 1,024.99
Balance Due: 0.00

2. Enter the beginning and ending date for the tax deposit information.
   - **Beginning Check Date** — Enter the beginning date needed for the deposit calculation.
   - **Ending Check Date** — Enter the ending date needed for the deposit calculation.
3. Enter the payment date for the deposit in the **Payment Date** field.

IMPORTANT

It is important to enter the correct **Beginning Check Date**, **Ending Check Date**, and **Payment Date** on the 94X tax deposits. Entering the wrong dates results in incorrect information on the 94X.

4. Click **Calculate**. This fills the fields on the **94X Tax Deposit Calculation** portion of the dialog box. The calculations are based on the payroll information created and printed (if live payroll was used) within the date range entered on the left side. If, on the **Setup > 94X Form Settings** dialog box, the **Use Tax Deposit Information on 94X** field is selected, this calculation is used in the calculation of the 94X tax return. Make any adjustments needed.

IMPORTANT

Be careful when adjusting calculations that effect prior quarter transactions.

5. Click **Save** when the information is correct. The calculations fill the bottom portion of the box. Click the desired line in the grid at the bottom of the screen to fill the fields in the top of the screen.

6. For the 941 and 941-SS tax deposits, select the quarter of the tax deposit by clicking the appropriate quarter button on the right side (e.g. 941 1st Qtr, 941 2nd Qtr, 941 3rd Qtr, or 941 4th Qtr).

   Click **Delete** to remove the deposit information.

   Click **Reset** and the data entry fields are cleared.

Editing the 94X Tax Deposit

To edit the 94X tax deposit information after it has been saved:

1. Go to **Employees > Tax Deposit > 94X** and select the 94X series deposit.
2. Click a line at the bottom of the dialog box. This fills the **94X Tax Deposit Calculation** area so the information can be edited and saved. This replaces the previous calculation.

IMPORTANT Make sure calculations do not cross over the quarter change.

Printing the 94X Tax Deposit

Click **Print** to generate the 94X tax deposit for review. The deposit report can then be printed or saved.

94X Reporting Options

The **Print** options available at the top of the report:

- Click the **Save** icon to save the deposit information.
- Click the **Print** icon to open the printer dialog box with standard printing options. Print to PDF to store the report in the Drake Document Manager, provided PDF995 and Drake Document Manager are installed. These programs are included on the Drake Tax Software CD at no additional charge.
- Click the **Email** icon to e-mail the deposit information. The report is included as an attachment to an e-mail message. Your default e-mail program is used. Add the recipient (**To**:), the **Subject** line, and body information, then click **Send**.

Producing 94X Series Tax Returns

Refer to the table below to determine which 94X tax return to file.

Table 4-5: Which 94X Tax Return to Use

Form	Form Use	E-Filable?
941	Form 941 is the employer's quarterly federal tax return.	Yes

Table 4-5: Which 94X Tax Return to Use

Form	Form Use	E-Filable?
941-SS	Form 941-SS is the employer's quarterly federal tax return for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands.	Yes
940	Form 940 is the employer's annual federal unemployment (FUTA) tax return.	Yes
943	Form 943 is the employer's annual federal tax return for agricultural employees and should be used if wages were paid to a farm worker and were subject to Social Security and Medicare taxes or federal income tax withholding.	No
944	Form 944 is the employer's annual tax return designed for smaller employers whose annual liability for Social Security, Medicare, and withheld federal income taxes is $1,000 or less. This form is only for clients notified by the IRS to use Form 944 in place of the 941 quarterly report. You must use this form if you were contacted. If you choose to dispute the use of this form and continue filing the 941 quarterly report, contact the IRS first at (800) 829-0115.	Yes
944-SS	Form 944-SS is the employer's annual tax return for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands and is designed for smaller employers whose annual liability for Social Security, Medicare, and withheld federal income taxes is $1,000 or less. This form is only for clients notified by the IRS to use this form in place of the 941-SS quarterly report. You must use this form if you were contacted. If you choose to dispute the use of this form and continue filing the 941-SS quarterly report, contact the IRS first at (800) 829-0115.	Yes
941	Form 941 is the employer's quarterly federal tax return.	Yes

Payroll tax returns are current tax year calculations of the client's tax liabilities based on payroll generated in Client Write-Up. Use the 2010 Client Write-Up program to generate 2010 94X series tax returns and the 2011 program to generate 2011 94X series tax returns.

To produce a 94X tax return:

1. Go to **Employees > 94X Forms**.
2. Select the preparer of the return from the **Preparer Selection** drop list. Preparers display in the list once they've been entered in **Firm > 94X Preparer Setup** (see "94X Preparer Setup" on page 23).
3. Select the desired 94X tax return and click **Go** or double-click the desired form.

4. The white data entry fields on 94X series tax returns can be edited. Verify the information and edit as needed.
5. Click **Save** and the print dialogue box is displayed.

If the **Use Tax Deposit Information on 94X** option on **Setup > 94X Form Settings** was selected, the totals from all 94X series tax deposits are used on the tax return. Click **Report Options** to access the **Form 94X Option Screen**. See "94X Form Settings" on page 57 for more information.

Once the information is verified, click **Save** to view the final form. Once the final tax return is saved, it can be transmitted to the IRS by going to **E-Filing > 94X E-Filing > Select/Transmit 94X Forms** and selecting the 94X tax return to transmit. Only the 94X tax returns that are approved for electronic filing are listed. See "Forms 941, 940, 944, & 941SS" on page 183 for instructions on transmitting 94X tax returns to the IRS.

When Client Write-Up is set up to electronically file 94X series tax returns, saving the return generates the electronic file and a printable copy for your records. If CWU is not set up to electronically file 94X series tax returns, only the printable copy is generated. From the printer dialog box you can choose to print multiple copies of the tax return.

To customize the calculation of the 94X form, see "94X Form Settings" on page 57 and "Calculating 94X Series Tax Deposits" on page 110.

To e-file 94X series tax returns after completing the steps above, go to **E-Filing > 94X E-Filing > Select/Transmit 94X Forms**. See "Forms 941, 940, 944, & 941SS" on page 183.

Form 941 Quarter 1, 2, 3, or 4

To generate the Schedule B portion of the 941, select the deposit frequency as **Semi-Weekly** in **Setup > Client Information, Business Information** tab. When the Schedule B opens, the boxes identifying the report quarter are not selected but are correctly selected when the report is saved.

Form 941-SS Quarter 1, 2, 3 or 4

To generate the Schedule B part of the 941-SS, select the deposit frequency as **Semi-Weekly** in **Setup > Client Information, Business Information** tab. When the Schedule B opens, the boxes identifying the report quarter are not selected but are correctly selected when the report is saved.

NOTE

Schedule B of the 941 and 941-SS tax returns displays when the **Deposit Frequency** is set to **Semi-Weekly** but prints only when the **Total Taxes After Adjustments** for the quarter is at least $2,500. Go to **Setup > 94X Form Settings** and select **Override Sch. B Printing** to force the Schedule B to print when the **Total Taxes After Adjustments** amount is less than $2,500.

Form 943

This form cannot be e-filed.

Form 944-SS

This form cannot be e-filed.

Form 941-X

Form 941-X is used to correct errors on a Form 941 or 941-SS that was previously filed. You may use Form 941-X even though you filed the original return on magnetic media or electronically. Do not send the 941-X in with a 941 or 941-SS.

This form cannot be e-filed.

Form 944-X

This form will be available in a future release. Form 944-X is used to correct errors on a Form 944 or 944-SS that was previously filed. Do not send the 944-X in with a 944 or 944-SS.

This form cannot be e-filed.

Form 943-X

This form will be available in a future release. Form 943-X is used to correct errors on a Form 943 that was previously filed. Do not send the 943-X in with a 943.

This form cannot be e-filed.

W-2 Processing

NOTE See "Print and Upload W-2s and W-3s" on page 307 for an overview of this process.

Client Write-Up produces W-2s for employees based on earnings throughout the year. Only the current end of year data is provided.

NOTE Prior to processing W-2s, all live employee pay checks must be printed and ATF employee pay checks created in the correct year.

Processing W-2s is a three-step process.

1. Check W-2 withholding (see "Checking W-2 Withholding" on page 116).
2. Adjust W-2 withholding (see "Adjusting W-2 Withholding" on page 116).
3. Produce and print Forms W-2 (see "Processing W-2s" on page 117).

To electronically file W-2s and W-3s after completing the steps above, see "Uploading W-2s and W-3s" on page 186.

Checking W-2 Withholding

This process checks employee withholding for the year and compares it to the amount of FICA that should have been withheld. If the difference is more than $0.10, a report is generated listing the differences. Running this feature should be necessary only if an error in the amount of FICA withheld is discovered after processing the W-2.

To check W-2 withholding, go to **Employees > Check W2 Withholding**. Enter the four-digit year and click **OK**.

A report generates with the SSN, SS tax, SS actual, SS difference, Medicare tax, Medicare actual, and Medicare difference.

Adjusting W-2 Withholding

This process checks employee withholding for the year and compares it to the amount of FICA that should have been withheld. If a difference of more than $0.10 is found, transactions are created to correct FICA amounts. Adjusting amounts are added to or subtracted from your federal withholding to keep the transactions in balance. This type of transaction affects W-2s when the W-2 process is run, but not the general ledger. Running this feature should be necessary only if an error in the amount of FICA withheld is discovered after processing W-2s.

To adjust W-2 withholding, go to **Employees > Adjust W2 Withholding**. Enter the four-digit year and click **OK**.

A report generates with the SSN, SS tax, SS actual, SS difference, Medicare tax, Medicare actual and Medicare difference.

Processing W-2s

Client Write-Up produces W-2s for employees based on earnings throughout a year. The employee must be set up and at least one payroll check printed and dated before the last day of the calendar year. Only the current end-of-year data is provided.

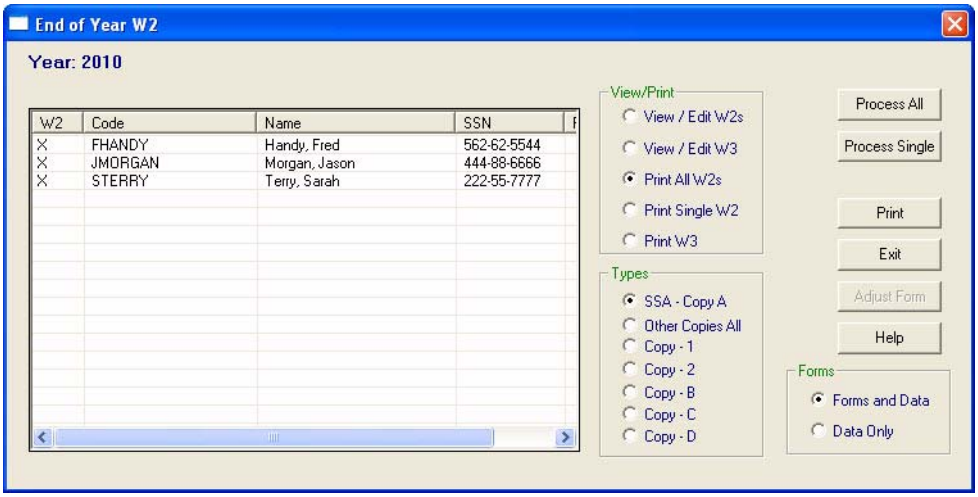
NOTE

Process W2s to print W-2s and W-3s and to transmit that information to the Social Security Administration. After processing the W-2, go to **E-Filing > W2 E-Filing (EFW2) > Create File** to generate the upload file. See "Creating the W-2/W-3 Upload File" on page 186.

To process W-2s, complete the following steps:

1. Go to **Employees** > **Process W2s**.

Figure 4-19: Process W-2s



2. Process W-2s either individually or for all employees at once.
   - Click **Process All** to process all W-2s at once. This overwrites any edits made to existing W-2s. If changes were made to one or more W-2, use **Process Single**.
   - To process a W-2 for one employee, select the employee from the employee list and click **Process Single**. An **X** in the **W2** column next to the employee's name and code indicates the employee's W-2 has been processed successfully.

Editing a W-2

To edit a W-2, complete the following steps:

1. Go to **Employees** > **Process W2s**.
2. Select an employee from the list.
3. Click **View/Edit**. The W-2 opens.
4. Make necessary changes directly in the appropriate fields.

5. Click **Save** then **Exit**.

IMPORTANT Edit the W-3 after all W-2s have been edited and reprocessed. Once the W-3 has been edited, do not reprocess W-2s. Reprocessing W-2s removes saved edits to the W-3.

To revert to the original W-2 information, click **Reset**.

The saved information remains as the calculation amount to print as long as the W-2 process is not run again. The edited information is used to generate the W-3.

Printing W-2s and W-3s

TIP Refer to "W-2 On the Fly" on page 172 if you wish to print W-2s without using *any* of CWU's payroll functions (live or ATF).

W-2s print "2 Up" by default, one above the other. This means information for two employees prints on the same page. If printing a single W-2, there will be a blank form where the second employee's information would normally print. CWU can also print W-2s in either a "4-Up" or "4-Down" format. See "W-2/W-3-1099 MISC. Setup" on page 34 to make these selections.

1. Go to **Employees** > **Process W2s**.
2. Select a print option from the **View/Print** section:
   - **Print All W2s** prints the W-2 for every employee listed with an **X** under the W-2 header to the left.
   - **Print Single W2** prints the W-2 for a single selected employee.
   - **Print W3** prints the W-3 using either the **Forms and Data** or **Data Only** options.
3. Select the type of W-2 copies to print from the **Types** section:
   - **SSA - Copy A**— This option prints a copy of the W-2 for the Social Security Administration. For copy A, print **Data Only** on the SSA red form or print **Form and Data** on plain paper (this is approved by the IRS).
   - **Other Copies** — This option is used to print W-2s for the employer, employee, and state DOR. Select to print **Forms and Data** on blank paper or **Data Only** on approved forms.

NOTE All W-2s and W-3s can be printed on plain paper using a laser printer and either the **Forms and Data** or **Data Only** options. It is not required to print the W-2 Copy A or the W-3 on the red line form. If **Data Only** is selected, the **Adjust Form** button is activated allowing adjustment of printing alignment. Refer to "Forms Alignment" on page 27 for more information.

4. Click **Print** to print W-2s or W-3s.
5. Click **Exit** when W-2 processing is complete.

W-2c/W-3c Processing

Form W-2c is used to correct errors on Form W-2. Corrections reported on Form W-2c may require you to file Form 941c, Supporting Statement to Correct Information. Do not use Form W-2c to report back pay or to correct Form W-2G, Certain Gambling Winnings. Form W-3c is required to be filed with Form W-2c.

Creating a W-2c

To edit a W-2c, complete the following:

1. Go to **Employees** > **Process W2c/W3c**.
2. Select an employee from the list.
3. Click **View/Edit**. The W-2c in opened.
4. Make necessary changes directly in the appropriate fields.
5. Click **Save** then **Exit**.

To revert to the original W-2 information, click **Reset**.

Printing W-2c and W-3c Forms

1. Go to **Employees** > **Process W2c/W3c**.
2. Select a print option from the **View/Print** section:
   - **Create/Edit W2cs** displays the completed W-2c.
   - **Print All W2Cs** prints the W-2c for every employee listed with an **X** under the **W-2** header to the left.
   - **Print Single W2c** prints the W-2c for a single selected employee.
   - **Create/Edit W3c** displays the completed W-3c.
   - **Print W3c** prints the W-3c (SSA - Copy A) using either the **Forms and Data** or **Data Only** options.
3. Select the type of W-2c copies to print from the **Types** section:
   - **SSA - Copy A** — Prints a copy of the W-2c for the Social Security Administration. For copy A, print **Data Only** on the SSA red form or print the **Form and Data** on plain paper (this is approved by IRS).
   - **Other Copies All** — The **Other Copies** option is used to print W-2Cs for the employer, employee, and state DOR. Print **Form and Data** or **Data Only**.

NOTE

All Forms W-2c and W-3c can be printed on plain paper using a laser printer and the **Forms and Data** option. It is not required to print the W-2c Copy A or the W-3c on the red line form. Refer to "Forms Alignment" on page 30 for information on adjusting form alignment when printing data only on the red line form.

4. Click **Print** to print W-2Cs then W-3Cs.
5. Click **Exit** when W-2c processing is complete.

NOTE W-2c and W-3c forms cannot be electronically filed and must be paper-filed.

Portals - Processing Employee Payroll

Once a Portals employee payroll batch is downloaded (Synced), it can be processed. When Portals pay checks are processed, CWU:

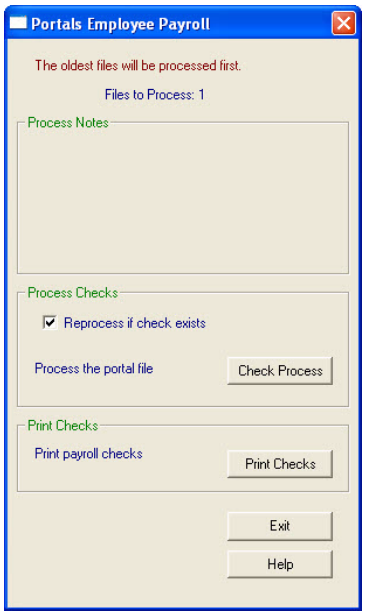
1. Calculates the checks including all withholding information
2. Creates pay records
3. Lists live paychecks on the **Print New Checks** screen, and
4. Automatically syncs the pay information back to the Portal so Employers have access to the final pay information.

NOTE For a full explanation of using Portals, see "Appendix G - Portals" on page 321.

To process Portals employee payroll, complete the following:

1. Go to **Employees** > **Portals Payroll**.

Figure 4-20: Process Portals Employee Payroll



The top part of this screen indicates there is a payroll file to process.

2. If this payroll file replaces one that has already been processed, select the **Reprocess if check exists** box. CWU will use the most recent payroll record if a duplicate record is found.

3. Click **Check Process**.
4. Click **Yes** to verify the **Payroll Period Ending Dates** being processed. If more than five dates are being processed, you will receive a message stating "Processing multiple dates."
5. Click **Yes** to confirm that you wish to process payroll for all employees. A popup window displays the number of checks processed. Use this count to confirm that all records approved were processed.
6. Click **OK**. Paycheck information uploads to Portals automatically.

NOTE Adjustments to individual payroll records made in CWU are not seen in Portals.

7. To print live payroll checks, click **Print Checks**. This is a shortcut to the **Employees > Print New Checks** screen.
8. Transmit Direct Deposit information as needed. See "Transmitting Employee Direct Deposits" on page 107.
9. Move payroll information to the journal. See "Payroll Journal Entry" on page 160.

5 Contractor Payroll

Client Write-Up makes the distinction between “Employees” and “Contractors”. Employees receive a W-2 at the end of the year and contractors receive a 1099-MISC. A few set up steps are needed before contractor payroll information can be entered. Some of these steps are optional.

Setting Up Contractor Payroll

To set up contractor payroll, complete the following steps:

1. Assign account numbers to payroll processing features (Optional). If the bookkeeping feature is not being used, do not complete this step.
2. Enter the Direct Deposit authentication information. See “Direct Deposit Setup” on page 21. This step may have been completed under Global Setup.
3. Enter information about the client’s contracted labor. See “Contractor Setup” on page 125.

Account & Payroll Information

To assign specific account numbers from the Chart of Accounts to payroll processing features for contractors and to set up the auto post feature, go to **Contractors** > **Account & Payroll Information**.

Payroll Options

- **Do not Print Pay Stub for Direct Deposit Check** — This option controls the default setting for the **No Stub** check box in **Live Contractor Payroll**. When this option is selected, check stubs do not print for Direct Deposit contractors.
- **Auto Post Cumulative/Detailed Payroll to Journal** — Select one of these options to have CWU automatically post contractor payroll transactions to the journal. The **Detailed Payroll** option creates separate journal entries for each payroll transaction. The **Cumulative** option creates one cumulative journal entry for each payroll account.

Cumulative G/L Account Numbers

Cumulative G/L account numbers are used when the **Auto Post Cumulative Payroll to Journal** option is selected on the **Payroll Options** tab or when the **Cumulative Entry** option is selected during manual transfer of contractor payroll information to the journal (see “Payroll Journal Entry” on page 160).

NOTE

If you are not using the bookkeeping feature in CWU, omit this step.

The client Chart of Accounts must be created prior to entering account numbers. See “Chart of Accounts (COA) Setup” on page 45.

The account information entered is used to generate entries into the payroll journal from payroll entries. There must be a cash account and an expense account from the Chart of Accounts. Without both accounts listed, the journal will be out of balance.

Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

IMPORTANT

If no accounts are assigned under either the **Cumulative G/L Account Numbers** tab or the **Detailed G/L Account Numbers** tab, they must be set up for each contractor individually. See "Personal Info Tab" on page 126 to setup contractor specific cumulative G/L accounts and the "Detailed GL Accounts Tab" on page 128 to setup contractor specific detailed G/L accounts.

Cumulative General Ledger Account Numbers

- **Cash Account** — This account is credited when a transaction is entered.
- **Expense Account** — This account is debited when a transaction is entered. This is the cumulative total of all expenses from the 1099-Miscellaneous.

Cumulative Liability Account Numbers

The amount of Federal and State withholding deducted from all contractor's pay is posted to the designated accounts.

Detailed G/L Account Numbers

Detailed G/L account numbers are used when the **Auto Post Detailed Payroll to Journal** option is selected on the **Payroll Options** tab or when the **Per Check Entries** option is selected during manual transfer of contractor payroll information to the journal (see "Payroll Journal Entry" on page 160).

NOTE

If you are not using the bookkeeping feature in CWU, omit this step.

The client Chart of Accounts must be created prior to entering account numbers. See "Chart of Accounts (COA) Setup" on page 45.

The account information entered is used to generate entries into the payroll journal from payroll entries. Since Client Write-Up is a double-entry system, there must be a cash account and an expense account from the Chart of Accounts. Without both accounts listed, the journal will be out of balance when the **Post Transactions** process is performed.

Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in

the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

IMPORTANT

If no accounts are assigned under either the **Cumulative G/L Account Numbers** tab or the **Detailed G/L Account Numbers** tab, they must be set up for each contractor individually. See "Personal Info Tab" on page 126 to setup contractor specific cumulative G/L accounts and the "Detailed GL Accounts Tab" on page 128 to setup contractor specific detailed G/L accounts.

Detailed General Ledger Account Numbers

- **Cash Account** — This account is credited when a transaction is entered. This field *must* have an account number before the first payroll check is entered. The account number is required in order to post payroll transactions to the journal.
- **Liability Account Numbers** — The amount of Federal and State withholding deducted from each contractor's pay is posted to the designated accounts.

Expense Accounts

These accounts are debited when a transaction is entered. This field *must* have an account number before the first contractor payroll check is entered, and is required in order to post payroll transactions to the journal.

Contractor Setup

Select **Contractors** > **Contractor Setup** to enter information about contracted labor or contracted employees. Contractor information must be entered before any payroll information is produced for the contracted employee. When the **Contract Labor** dialog box is displayed, contractors are listed alphabetically by last name.

Adding a Contractor

To add a contractor, complete the following steps:

1. Go to **Contractors** > **Contractor Setup**.
2. Click **New**. Enter a code in the **Contractor Code** field. Contractor codes are alphanumeric and can be up to 20 characters long.

IMPORTANT

Use only letters and numbers when assigning contractor codes. Do not use spaces or any special characters.

Use any scheme you wish to assign contractor codes; however, it is best to use a contractor code that is meaningful. For instance, instead of using the contractor's SSN or EIN, you could use "SmithPlumbing." By using a meaningful code, lines on reports that refer to this contractor are easily identifiable.

To change a contractor code, see "Change Contractor Codes" on page 130.

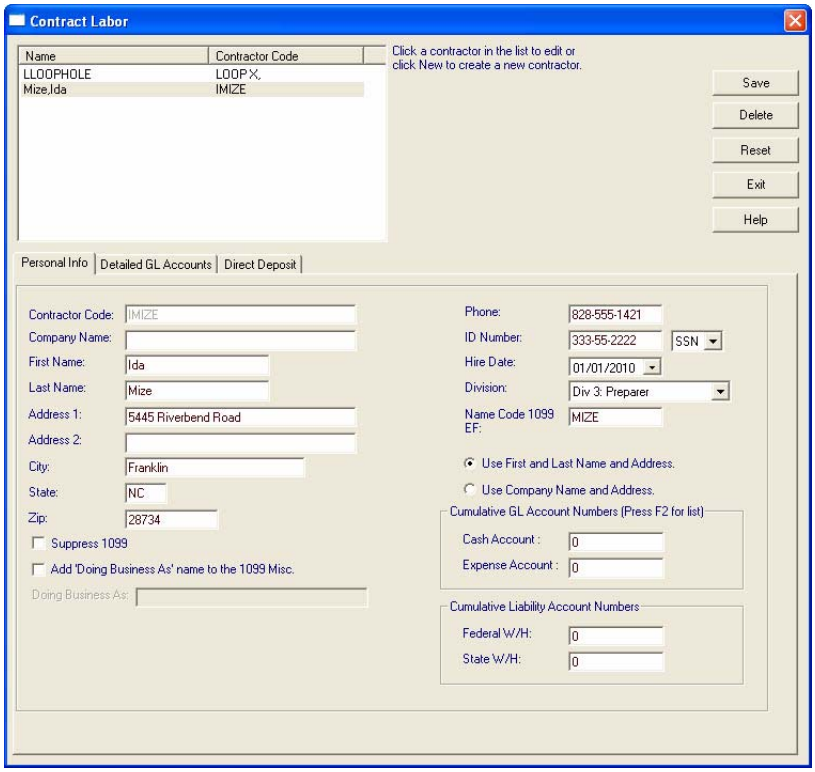
IMPORTANT Access is granted to three tabs when a **Contractor Code** is created. Complete *each* tab for *each* contractor.

3. Complete information on the following tabs:
   - Personal Info Tab
   - Detailed GL Accounts Tab
   - Direct Deposit Tab
4. Click **Save** after verifying the information on all tabs.

Personal Info Tab

Complete the following information about each contractor on the **Personal Info** tab:

Figure 5-1: Contractor Setup



- **Company Name** — Enter the company name associated with the EIN/SSN/ITIN.
- **First Name** and **Last Name** — Enter the name of the individual as it should appear on the check.
- **Address 1** and **Address 2** — Enter this information as it needs to appear on the check.
- **Zip** — Do not use dashes (-) or slashes (/) when entering the ZIP Code. This field is formatted after information is typed. Enter the Zip and the **City** and **State** autofill.

- **Suppress 1099** — Select this option if you do not want to produce a 1099 for this contractor.
- **Add 'Doing Business As' name to the 1099 Misc** — Select this option to have the contractor's "Doing Business As" name printed on the 1099-Misc. Next, enter the "Doing Business As" name as it should appear on the 1099-Misc.
- **Phone** (Optional) — Do not use dashes (-) or slashes (/). This field is formatted after information is typed.
- **ID Number** (Required) — Enter the EIN, SSN, ITIN, or Other. The number is formatted based on the selection made from the list (**EIN**, **SSN**, **ITIN**, or **OTH**). **OTH** is information approved by the IRS for use instead of an EIN, SSN, or ITIN.
- **Hire Date** (Optional) — Enter the date the contractor was hired.
- **Division** (Optional) — Divisions names must first be entered in the **Setup > Headers & Footnotes**.
- **Name Code 1099 EF** — Enter the first four characters of the surname, if they can be determined; otherwise, leave this field blank. The name code is used to identify the payee; however, the 1099 will not be rejected if left blank.
- **Use First and Last Name and Address** — Select this option to have the first name, last name, and address printed on reports, checks and check stubs, and the 1099-MISC.
- **Use Company Name and Address** — Select this option to have the company name and address printed on reports, checks and check stubs, and the 1099-MISC.

Cumulative GL Account Numbers

NOTES

This section can be skipped if the bookkeeping feature is not being used.

The client Chart of Accounts must be created prior to entering account numbers. See "Chart of Accounts (COA) Setup" on page 45.

NEW FOR 2011

Different cash, liability, and expense accounts can be assigned for each contractor. If no accounts are assigned for a contractor on the contractor's **Personal Info** or **Detailed GL Accounts** tabs, the accounts assigned either on the **Contractors > Account & Payroll Information**, **Cumulative G/L Account Numbers** or **Detailed G/L Account Numbers** tabs are used when transactions are posted to the journal.

The account information entered is used to generate entries into the payroll journal from contractor payroll entries. Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

Cumulative GL Account Numbers

- **Cash Account** — This account is credited when a transaction is entered for the specified contractor.
- **Expense Account** — This account is debited when a transaction is entered. This is the cumulative total of all expenses from the specified contractor's 1099-Miscellaneous.

Cumulative Liability Account Numbers

The amount of Federal and State withholding deducted from the specified contractor's pay is posted to the designated accounts.

Detailed GL Accounts Tab

NOTES

This section can be skipped if the bookkeeping feature is not being used.

The client Chart of Accounts must be created prior to entering account numbers. See "Chart of Accounts (COA) Setup" on page 45.

NEW FOR 2011

Different cash, liability, and expense accounts can be assigned for each contractor. If no accounts are assigned for a contractor on the contractor's **Personal Info** or **Detailed GL Accounts** tab, the accounts assigned either on the **Contractors > Account & Payroll Information**, **Cumulative G/L Account Numbers** or **Detailed G/L Account Numbers** tabs are used when transactions are posted to the journal.

The account information entered is used to generate entries into the payroll journal from contractor payroll entries. Press F2 to select postable accounts from the Chart of Accounts or type the account number directly into the field. If the appropriate account does not exist, press F2 in the account field and select **New** from the list of available accounts to create an account. To create a new account, see "Create an Account "On the Fly"" on page 156.

Detailed General Ledger Account Numbers

- **Cash Account** — This account is credited when a transaction is entered for the specified contractor.
- **Liability Account Numbers** — The amount of Federal and State withholding deducted from the specified contractor's pay is posted to the designated accounts.
- **Expense Accounts** — These accounts are debited when a transaction is entered.

Direct Deposit Tab

Enter Direct Deposit information for the contractor on the **Direct Deposit** tab.

IMPORTANT

InterceptEFT is Drake's agent for direct deposit. You must call them (1-800-378-3328) and establish your account prior to using the Direct Deposit feature. Drake has established a special fee schedule with InterceptEFT for its clients. It's important that you identify yourself as a Drake client whenever you communicate with InterceptEFT.

- **Direct Deposit Payroll Checks** — Select the check box if payroll checks are to be deposited directly into the contractor's bank account. The **Account Type** and **Bank Routing Number** fields activate.
  - **Account Type** — Directly deposit payroll checks in up to two accounts for each contractor. If splitting a paycheck between two accounts, both accounts must be at the same bank. Checks can be split between any combination of checking and savings accounts including two checking or two savings accounts or one of each. If both **Checking** and **Savings** are selected, the **Enter Amount to Apply to Savings** field activates.
  - **Enter Amount to Apply to Savings** — Enter the dollar amount to deposit into the second Direct Deposit account when the deposit is being split between two accounts. This amount can be edited for each pay check.
  - **Bank Routing Number** — Enter the routing number for the contractor's bank account. Find this number on the bottom of the contractor's personal checks to the left of the account number. The routing number displays asterisks. Reenter the routing number in the **Retype Bank Routing Number** field.
  - **Checking Account Number** — Enter the contractor's checking account number for the direct deposit. If the deposit is to be split between two savings accounts, enter the first savings account information here. The account number displays asterisks. Reenter the account number in the **Retype CheckingAccount Number** field.
  - **Savings Account Number** — Enter the contractor's savings account number for the direct deposit. If the deposit is to be split between two checking accounts, enter the second checking account information here. The account number displays asterisks. Reenter the account number in the **Retype Savings Account Number** field.

5. Click **Save** once the information has been verified. An unlimited number of contractors can be set up.

Edit a Contractor

To edit an existing contractor, go to **Contractors > Contractor Setup** and double-click a name from the list of contractors or enter the contractor's ID number in the **Contractor Code** field and press ENTER. The data fields for that contractor activate. Edit the desired fields and click **Save**.

Change Contractor Codes

IMPORTANT Changing contractor codes must be done before producing 1099s.

To change a contractor code, complete the following:

1. Go to **Contractors** > **Change Contractor Code**.

NOTE It is recommended that you back up your client files prior to changing contractor codes. To backup from the **Change Employee/Contractor Code** window, click **Backup Files**.

2. Use the **Select the Old Contractor Code** drop list to select the contractor code to change.
3. Enter the new contractor code into the **Enter the New Contractor Code** field. Contractor codes can be up to 20 characters and are alphanumeric.
4. Re-enter the new contractor code.
5. Click **Save**.

Processing Contractor Payroll

Refer to "Process Payroll (Live and ATF)" on page 305 for an overview of the payroll process.

Live Contractor Payroll

Use **Live Contractor Payroll** to print contractor paychecks. Payroll entries flow to the 1099-MISC at the end of the year.

To enter live contractor payroll, complete the following steps:

1. Go to **Contractors** > **Live Contractor Payroll**.
2. **Select Contractor** — Select the contractor from the contractor list or enter the contractor code in the field at the top left of the screen. All existing contractors are listed alphabetically by name. If necessary, sort the contractor list by **Code**, **Name**, or **SSN/EIN/ITIN/OTH** by clicking the column header. Once the contractor has been selected, the other fields activate.

Figure 5-2: Live Contractor Payroll

NOTE Fields are formatted when displayed and any changes are formatted after leaving the field.

3. Complete the following fields:

- **Pay Period Ending** (required) — This is the current computer date. Change the date using the MMDDYYYY format.
- **Check Date** — This field is not used when preparing live payroll for contractors set up to receive printed paychecks and is therefore unavailable. The check date for live payroll checks is entered when checks are printed. This field is required when entering payroll for contractors that receive their pay by Direct Deposit. Enter the date of the deposit in MMDDYYYY format.

IMPORTANT InterceptEFT does not accept Direct Deposit check dates that fall on weekends or holidays. See "Appendix F - InterceptEFT Holidays" on page 320 for the Holiday Processing Calendar.

- **Check Number** — This field is not used when preparing live contractor payroll. The starting check number is entered when checks are printed.
- **Net Pay** (Cannot be edited) — This is a calculated field. Make changes by adjusting the other fields in the dialog box.
- **1-Rents** — Enter amounts of $600 or more for all types of rents including real estate rentals, machine rentals, and pasture rentals.
- **2-Royalties** — Enter gross royalty payments of $10 or more. Include royalties paid by a publisher directly to an author or literary agent unless the agent is a corporation.
- **3-Other Income** — Enter other income of $600 or more required to be reported on the 1099-MISC that is not reportable in one of the other boxes on the form.
- **4-Federal W/H** — Enter backup withholding. An entry in this field affects the net pay the contractor receives.

- **5-Fishing Boat Proceeds** — Enter the share of all proceeds from the sale of a catch or the full market value of the distribution to each crew member of fishing boats with fewer than 10 crew members.
- **6-Med Health Care Payments** — Enter payments of $600 or more made in the course of doing business to each provider of medical or health care services. Include payments made by medical and health care insurers under health, accident, and sickness insurance programs.
- **7-Nonemployee Comp** — Enter non-employee compensation of $600 or more. Include fees, commissions, prizes, and awards for services performed as a non-employee.
- **8-Substitute Payments** — Enter total payments of at least $10 received by a broker for a customer in lieu of dividends or tax-exempt interest as a result of a loan of a customer's securities.
- **10-Crop Insurance Proceeds** — Enter crop insurance proceeds of $600 or more paid to farmers by insurance companies.
- **13-Excess Golden Parachute Payments** — Enter any excess golden parachute payments. An excess parachute payment is the amount of the excess parachute payment over the base amount.
- **14-Gross Proceeds Paid to an Attorney** — Enter gross proceeds paid to an attorney for legal services.
- **15a-Section 409A Deferrals** — Enter the total amount deferred during the year of at least $600 for the non-employee under all nonqualified plans. The deferrals during the year include earnings on the current year and prior year deferrals.
- **15b-Section 409A Income** — Enter all amounts of current year and prior year deferrals that are includible as income under section 409A because the nonqualified deferred compensation plan fails to satisfy the requirements of section 409A. Include the earnings on the deferrals.
- **State Income** — Enter the state income amount.
- **16-State W/H** — Enter the amount of state income tax withheld. An entry in this field affects the net pay the contractor receives.
- **Direct Deposit Applied to Savings** — This field is active when a contractor is splitting the Direct Deposit of their pay between two accounts. The field displays the amount entered in **Contractors > Contractor Setup**, **Direct Deposit** tab, the **Enter Amount to Apply to Savings** field. Edit the amount in this field as desired. The edited amount affects the current check only.

4. Click **Save** once all of the contractor's information has been verified.

IMPORTANT

CWU does not recognize a check generated in **Live Contractor Payroll** as existing until it is printed. Once the check has been printed, it is recognized in the calculation of Payroll Filings, State Wage Reports, and Payroll Reports.

For details about printing contractor paychecks, see "Printing Contractor Pay Checks" on page 137.

Additional Live Contractor Payroll Options

Mark Printed
The **Mark Printed** field is an optional field that, when selected, allows CWU to recognize this particular check as having been printed. The check will therefore not appear on the **Print New Checks** dialog box. This field changes to the **No Stub** option for direct deposit contractors.

No Stub
The **No Stub** option is available only for direct deposit contractors and, when selected, indicates that no check stub should be printed. When this option is selected, no print record displays in **Contractors > Print New Checks**. This field changes to the **Mark Printed** option for contractors not set up for direct deposit.

Test Check for Direct Deposit — Select this option to create a "test check" Direct Deposit file for the selected contractor that can be transmitted to InterceptEFT. InterceptEFT does not require that you transmit a test check. When this option is selected, all amounts on the check change to zeros. A test transmission file is created when the test check is saved. Create a separate test transmission file for each contractor. See "Transmitting Contractor Direct Deposits" on page 143 for information on transmitting to InterceptEFT.

NOTE No information moves to the journal for a test check when the bookkeeping feature is being used.

Reset

The **Reset** button clears the payroll information from the dialog box.

Delete
The **Delete** button removes the payroll check from the payroll reports. All checks can be deleted whether or not they've been printed.

To delete a live contractor payroll check, complete the following steps:

1. From **Contractors > Live Contractor Payroll**, select a contractor.
2. Select a check to delete from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, and **Check Number** are displayed to aid in identifying the check to delete.
3. Click **Delete**.

Deleting a check using this function removes the information from the payroll reports only and *does not* delete the information that has been posted to the transactions journal. Adjusting entries to the journal must also be made. To make adjusting entries, see "Manual Entry of Journal Transactions" on page 158.

Editing a Live Contractor Check

To edit a Live Contractor's payroll check, complete the following steps:

1. From **Contractors** > **Live Contractor Payroll**, select a contractor.
2. Select a check to edit from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, and **Check Number** are displayed to aid in identifying the check to edit. The bottom part of the screen fills with the saved amounts.
3. Only the **Pay Period Ending Date**, **Check Date**, and **Check Number** can be edited.
4. Make the necessary edits and click **Save**.

NOTE

All fields that can normally be edited in live contractor payroll can be edited if the check has not been printed. If the check has been printed, only the **Check Date** and **Pay Period Ending Date** can be edited.

While in **Edit** mode, click **New** to enter a new check for the selected contractor.

If a posted check is edited, make adjustments to the journal to accommodate the edits. To make adjusting entries, see "Manual Entry of Journal Transactions" on page 158.

ATF Contractor Payroll

Use **ATF Contractor Payroll** for reporting purposes only. Paychecks are not printed when using ATF payroll. ATF contractor payroll entries flow to the 1099-MISC at the end of the year.

NOTE

Checks entered in ATF contractor payroll are recognized by CWU as printed. The **Mark Printed** field is selected by default when entering ATF payroll and is disabled so it cannot be changed.

To enter ATF contractor payroll, complete the following steps:

1. Go to **Contractors** > **ATF Contractor Payroll**.
2. **Select Contractor** — Select the contractor from the contractor list or enter the contractor code in the field at the top left of the screen. All existing contractors are listed alphabetically by name. If necessary, sort the contractor list by **Code**, **Name**, or **SSN/EIN/ITIN/OTH** by clicking the column header. Once the contractor has been selected, the other fields activate.

NOTE

Fields are formatted when displayed and any changes are formatted after leaving the field.

3. Complete the following fields:
   - **Pay Period Ending** — This is the current computer date by default. Change the date using the MMDDYYYY format.
   - **Check Date** — The check date should correspond to the date on the check issued to the contractor. The check date determines the quarter to post the check when generating Form 941. This is the current computer date by

default. Change the date using the MMDDYYYY date format. For direct deposit contractors, enter the date the client's account is to be debited.

IMPORTANT

InterceptEFT does not accept direct deposit check dates that fall on weekends or holidays. See "Appendix F - InterceptEFT Holidays" on page 320 for the Holiday Processing Calendar.

- **Check Number** — The check number should correspond to the number on the check that was issued to the contractor. This field is not available for direct deposit contractors.
- **Net Pay** (Cannot be edited) — This is a calculated field. Make changes by adjusting the other fields in the dialog box.
- **1-Rents** — Enter amounts of $600 or more for all types of rents including real estate rentals, machine rentals, and pasture rentals.
- **2-Royalties** — Enter gross royalty payments of $10 or more. Include royalties paid by a publisher directly to an author or literary agent unless the agent is a corporation.
- **3-Other Income** — Enter other income of $600 or more required to be reported on the 1099-MISC that is not reportable in one of the other boxes on the form.
- **4-Federal W/H** — Enter backup withholding.
- **5-Fishing Boat Proceeds** — Enter the share of all proceeds from the sale of a catch or the full market value of the distribution to each crew member of fishing boats with fewer than 10 crew members.
- **6-Med Health Care Payments** — Enter payments of $600 or more made in the course of doing business to each provider of medical or health care services. Include payments made by medical and health care insurers under health, accident, and sickness insurance programs.
- **7-Nonemployee Comp** — Enter non-employee compensation of $600 or more. Include fees, commissions, prizes, and awards for services performed as a non-employee.
- **8-Substitute Payments** — Enter total payments of at least $10 received by a broker for a customer in lieu of dividends or tax-exempt interest as a result of a loan of a customer's securities.
- **10-Crop Insurance Proceeds** — Enter crop insurance proceeds of $600 or more paid to farmers by insurance companies.
- **13-Excess Golden Parachute Payments** — Enter any excess golden parachute payments. An excess parachute payment is the amount of the excess parachute payment over the base amount.
- **14-Gross Proceeds Paid to an Attorney** — Enter gross proceeds paid to an attorney for legal services.
- **15a-Section 409A Deferrals** — Enter the total amount deferred during the year of at least $600 for the non-employee under all nonqualified plans. The deferrals during the year include earnings on the current year and prior year deferrals.
- **15b-Section 409A Income** — Enter all amounts of current year and prior year deferrals that are includible as income under section 409A because the

nonqualified deferred compensation plan fails to satisfy the requirements of section 409A. Include the earnings on the deferrals.

- **State Income** — Enter the state income amount.
- **16-State W/H** — Enter the amount of state income tax withheld.
- **Direct Deposit Applied to Savings** — This field is active when a contractor is splitting the Direct Deposit of their pay between two accounts. The field displays the amount entered in **Contractors > Contractor Setup**, **Direct Deposit** tab, the **Enter Amount to Apply to Savings** field. Edit the amount in this field as desired. The edited amount affects the current check only.

4. Click **Save** once all of the contractor's information has been verified.

Additional ATF Contractor Payroll Options

Mark Printed — The **Mark Printed** field is permanently selected for non-direct deposit contractors and cannot be edited. ATF checks do not appear as checks to be printed on the **Print New Checks** dialog box. This field changes to the **No Stub** option for direct deposit contractors.

No Stub — The **No Stub** option is available only for direct deposit contractors and, when selected, indicates that no check stub should be printed. When this option is selected, no print record displays in **Contractors > Print New Checks**. This field changes to the **Mark Printed** option for contractors not set up for direct deposit.

Test Check for Direct Deposit — Select this option to create a “test check” Direct Deposit file for the selected contractor that can be transmitted to InterceptEFT. InterceptEFT does not require that you transmit a test check. When this option is selected, all amounts on the check change to zeros. A test transmission file is created when the test check is saved. Create a separate test transmission file for each contractor. See “Transmitting Contractor Direct Deposits” on page 143 for information on transmitting to InterceptEFT.

NOTE No information moves to the journal for a test check when the bookkeeping feature is being used.

Reset — The **Reset** button clears the payroll information from the dialog box.

Delete — The **Delete** button removes the payroll check from the payroll reports. All checks can be deleted whether or not they’ve been printed.

To delete an ATF contractor payroll check, complete the following steps:

1. From **Contractors > ATF Contractor Payroll**, select a contractor.
2. Select a check to delete from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, and **Check Number** are displayed to aid in identifying the check to delete.
3. Click **Delete**.

Deleting a check using this function removes the information from the payroll reports only and *does not* delete the information that has been posted to the transactions journal. Adjusting entries to the journal must also be made. Adjustments are also required if the deletion affects previously closed periods.

Editing an ATF Contractor Check

To edit an ATF contractor's payroll check, complete the following steps:

1. From **Contractors > ATF Contractor Payroll**, select a contractor.
2. Select a check to edit from the **Previous Checks - Click to edit** list. The **Pay Period Ending Date**, **Check Date**, and **Check Number** are displayed to aid in identifying the check to edit. The bottom part of the screen fills with the saved amounts.
3. Only the **Pay Period Ending Date**, **Check Date**, and **Check Number** can be edited.
4. Make the necessary edits and click **Save**.

NOTE

Any adjustments to 941s already processed need to be made again. If a posted check is edited, make adjustments to the journal to accommodate the edits.

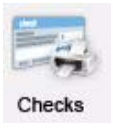
While in **Edit** mode, click **New** to enter a new check for the selected contractor.

Printing Contractor Pay Checks

Go to **Contractors > Print New Checks** for a list of "new" payroll checks available to be printed. A "new" check is one that hasn't previously been printed. A payroll check can be printed as a "new" check only once.

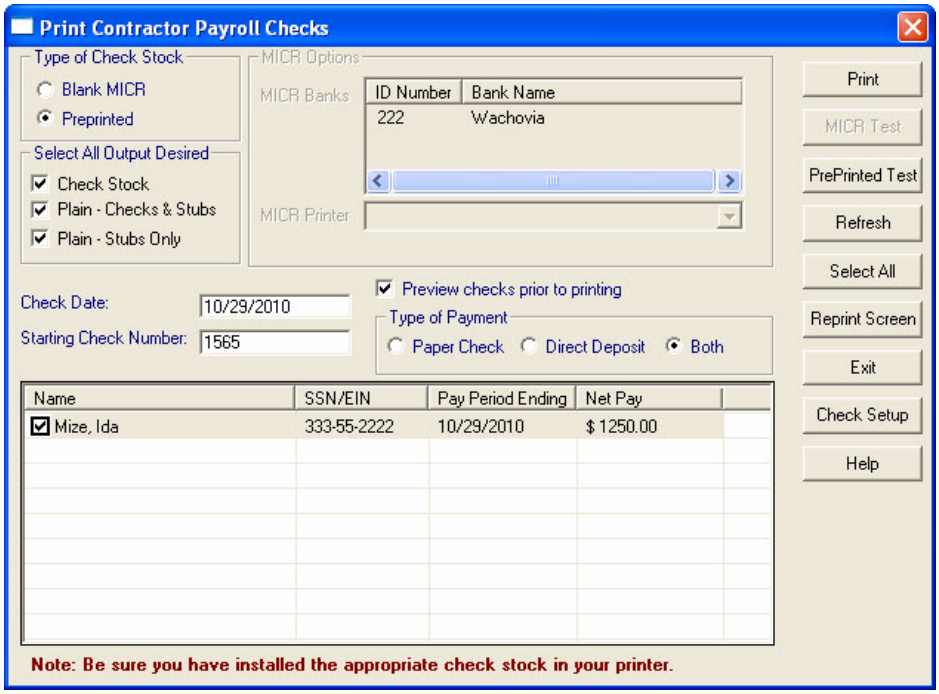
IMPORTANT Place the check stock in the printer before starting this process.

To print checks, complete the following steps:



1. Go to **Contractors > Print New Checks**.

Figure 5-3: Print Contractor Payroll Checks



2. Select the type of check stock being used, either **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.
4. **Select All Output Desired** — Use this feature to print multiple copies of payroll checks.
   - **Check Stock** — Prints the check and stub on check stock.
   - **Plain - Checks & Stubs** — Prints a copy of the check and stub on plain paper.

- **Plain - Stubs Only** — Prints a copy of the stub only (no check) on plain paper.

NOTES

When **Preview checks prior to printing** is selected, a separate file is created for each output selected.

At least one output selection is required.

5. To view payroll checks on your computer screen prior to printing, select the **Preview checks prior to printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).

IMPORTANT

Previewed checks are considered printed by CWU. If previewed checks are not printed when displayed, either click the **Reprint Screen** button or go to **Contractors > Reprint Checks** and print the check.

6. Enter a check date. This is the current computer date. To change the date that prints on the check, highlight the date and enter the correct date using the format MMDDYYYY. Enter only numbers (no slashes (/), dashes (-), or periods (.) in this date field or an erroneous date error is generated. Once the date is set, it prints on *all* checks printed during this session. *Always* verify this information before printing.

WARNING

The **Check Date** determines the quarter to which the payroll is posted for both federal and state payroll filing reports. It is important to enter the correct **Check Date**. Entering the wrong date results in incorrect information being placed on the 94X tax deposit.

7. Enter the starting check number. This is the check number that prints on the first check printed during the current print session. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
8. **Type of Payment** — Select to display paper pay checks, unprinted direct deposit pay stubs, or both in the unprinted check window. Be careful not to print direct deposit pay stub information on check stock.
9. Live contractor payroll checks and direct deposit pay stubs to print are displayed with a box next to the contractor name. Select the box next to the contractor names to indicate those checks or stubs to print. Arrange the checks to print in order of contractor name, SSN/EIN, pay period ending, or net pay amount by clicking the desired column header. Checks can be printed individually or in groups.
10. Click **Print**. If you are using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer on the **Print Checks** dialog box. If you are not using MICR blank check stock, the Windows printer dialog box

opens and provides the opportunity to change the printer used during this print session.

NOTE

Once checks have been printed, they can be reprinted by either clicking the **Reprint Screen** button or going to **Contractors > Reprint Checks**.

See "Preprinted Check Alignment" on page 29 for help in resolving pre-printed check stock printing alignment issues.

Additional Check Print Options

MICR Test — Sends a test check to the selected MICR printer. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

PrePrinted Test — Sends a test check to the printer you select. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

Refresh — Clears the previously selected checks to print.

Select All — Selects all checks displayed to print.

Reprint Screen — Displays the dialog box where all checks previously printed are available to be reprinted. For more information about reprinting checks, see "Reprinting Contractor Pay Checks" on page 140.

NOTE

A contractor pay check can be printed only once from **Print New Checks**. To reprint a check due to loss or damage, go to **Contractors > Reprint Checks**.

Check Setup — Displays the **Setup** > **Check and Stub Options** screen. When check stub setup is complete, CWU returns to the **Print Payroll Checks** screen.

Reprinting Contractor Pay Checks

Payroll checks may be reprinted as many times as needed. Select **Contractors** > **Reprint Checks** for a list of all payroll checks that have previously been printed or click **Reprint Screen** on the **Print Checks** dialog box.

Place the check stock in the printer before starting this process.

IMPORTANT

Reprinting a check overwrites the journal entry of the previously printed check. The payroll reports shows only one check written. CWU does not keep track of the check stock for you. Once reprinted, the initial check(s) is not documented in the program.

To reprint checks, complete the following steps:

1. Go to **Contractors** > **Reprint Checks**.
2. Select the type of check stock being used: **Blank MICR** or **Preprinted**.

3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.
4. **Select All Output Desired** — Use this feature to print multiple copies of payroll checks.
   - **Check Stock** — Prints the check and stub on check stock.
   - **Plain - Checks & Stubs** — Prints a copy of the check and stub on plain paper.
   - **Plain - Stubs Only** — Prints a copy of the stub only (no check) on plain paper.

NOTES

When **Preview checks prior to printing** is selected, a separate file is created for each output selected.

At least one output selection is required.

5. To view payroll checks on your computer screen prior to printing, select the **Preview checks prior to printing** check box. Once selected, the option remains in effect until the option is cleared. To print checks from the preview screen, select the Printer icon ( ).

NOTE

The original check date is used when reprinting payroll checks.

6. Enter the starting check number. This is the check number that prints on the first check printed during the current print session. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
7. **Type of Payment** — Select to display paper pay checks, direct deposit pay stubs, or both in the window at the bottom of the **Reprint Checks** dialog box. Be careful not to print direct deposit pay stub information on check stock.
8. Live contractor checks that have been printed display with boxes next to the contractor name. Select a box to indicate those checks to be reprinted. Arrange the

checks to print in order of contractor name, pay period ending, or net pay by clicking the desired column header. Checks can be printed individually or in groups.

9. Select **Print**. If you are using pre-printed check stock or printing direct deposit pay stubs, the Windows printer dialog box opens and provides the opportunity to change the printer used during this print session. When using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer from the **MICR Printer** field.

Additional Check Print Options

MICR Test — Sends a test check to the selected MICR printer. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

PrePrinted Test — Sends a test check to the printer you select. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Checks** screen.

Refresh — Clears the previously selected checks to print.

Select All — Selects all checks displayed to print.

Print Screen — Displays the dialog box where unprinted checks are available to be printed. For more information about printing checks, see "Printing Contractor Pay Checks" on page 137.

NOTE A payroll check can be printed only once from **Print New Checks**. To reprint a check due to loss or damage, go to **Contractors > Reprint Checks**.

Check Setup — Displays the **Setup > Check and Stub Options** screen. When check stub setup is complete, CWU returns to the **Reprint Payroll Checks** screen.

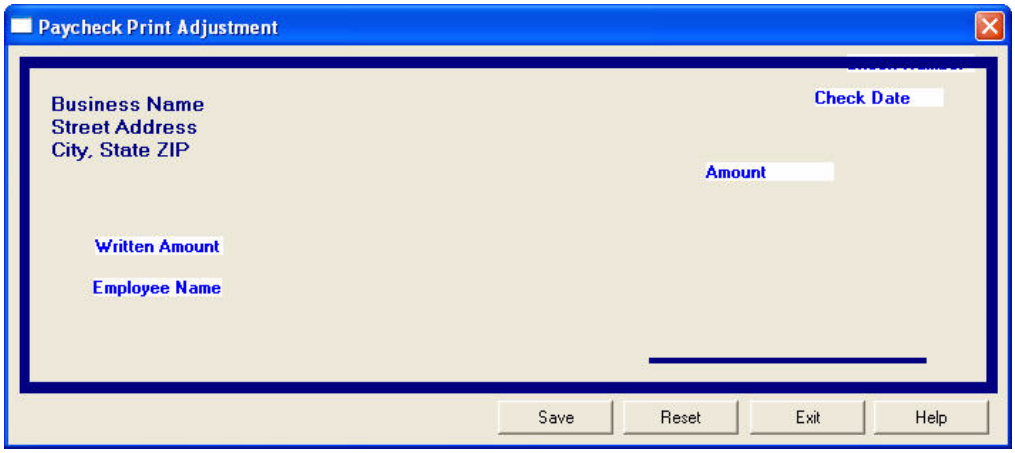
Check Alignment

The check alignment feature is used to change the alignment of information printed on pre-printed payroll checks. The information in the white fields can be adjusted to match pre-printed checks.

Complete the following to adjust the pre-printed payroll check alignment:

1. Go to either **Contractors > Check Alignment** or **Employees > Check Alignment**.

Figure 5-4: Check Alignment



NOTE Preprinted check alignment made on the **Contractors > Check Alignment** window also affect employee paycheck alignment.

2. Click the left mouse button on the field to be adjusted.
3. Hold the mouse button down while dragging the field to the desired position on the check.
4. Release the mouse button to place the field in the new position on the check.
5. Click **Save** to save the changes.

Click **Reset** to restore all the fields on the check to their default location.

Due to multiple options of operating systems, printers, and check formats, minor adjustments may be required to make checks print properly. Copy a check and print a test check to make sure the information matches and is positioned properly. This prevents wasting check stock.

Transmitting Contractor Direct Deposits

Once live payroll has been entered for direct deposit contractors and their pay stubs have been printed, transmit the pay information to InterceptEFT.

IMPORTANT An Internet connection is required to transmit Direct Deposit information to InterceptEFT. If you use a dial-up connection to access the Internet, you must first connect to the Internet before transmitting Direct Deposit information.

To transmit direct deposit pay information, complete the following:

1. Go to **Contractors > Direct Deposit - Transmit Contractors**.
2. Enter the date range of paychecks to be transmitted in the **Beginning Date** and **Ending Date** fields. These fields default to today's date.

3. Click **Accept Dates**. Direct Deposit pay records with a **Check Date** within that date range display. Previously transmitted pay records are indicated with a "T" in the **Transmitted** column.
4. If two accounts have been established with InterceptEFT, select which account should be used for this transmission - either the **Primary UserID and Password** (default) or the **Secondary UserID and Password**.
5. Select the box next to the contractor names to indicate the pay records to transmit to InterceptEFT. Arrange the pay records in order by ID, Name, Check Date, Amount, or Transmitted by clicking the column header. Pay records can be transmitted individually or in groups.
6. Click **Verify Dates**. InterceptEFT does not accept check dates that fall on weekends or holidays. If none of the checks selected have "invalid" check dates, the **Transmit** button becomes active and you may proceed to transmit pay records to InterceptEFT.

   If any of the checks selected have a check date that falls on a weekend or holiday, a warning displays stopping the process. See "Appendix F - InterceptEFT Holidays" on page 320 for InterceptEFT's Holiday Processing Calendar. Click **OK** and a printable report displays the checks with the invalid dates. To change the invalid check dates, see the appropriate topic: "Editing a Live Contractor Check" on page 133, or "Editing an ATF Contractor Check" on page 137.

7. Click **Transmit**. Pay records transmit to InterceptEFT using your computer's Internet connection.

   When **Auto Display Report of Transmitted Records** is selected, a printable report of the Direct Deposit records that transmitted displays automatically. If you do not want this report to display, clear the check box. This same report is available by clicking **Review Repts.**, selecting **Display Direct Deposit Transmit Reports (TXT)**, and selecting the report.

Reset — Clears all entries in the **Select Employees/Contractors** section of the screen.

Review Repts. — Displays the **Review Reports** screen where previously produced reports can be viewed and printed. See "Report Review" on page 279 for instructions on running these reports.

Direct Deposit Reports

Client Write-Up offers many Direct Deposit reports that can be printed in either PDF, Excel, or Comma Separated Value (CSV) formats.

IMPORTANT

Direct Deposit report requests are uploaded to and report information is downloaded from InterceptEFT. Therefore, an Internet connection is required to run Direct Deposit reports. If you use a dial-up connection to access the Internet, you must first connect to the Internet before clicking **Request Rept**.

To run Direct Deposit reports, complete the following:

1. Go to **Contractors > Direct Deposit - Transmit Contractors > Reports**.
2. Select the format for the report in the **Available Print Formats** field.
3. Enter the beginning and ending date range for the report. To set the beginning and ending dates for reports, click the next to the date displayed. Dates default to the current date on the computer. For instructions on setting calendar dates, see "Date Fields" on page 12.
4. Select the report to run and click **Request Rept.**

Direct Deposit Report Details

Table 5-1: Direct Deposit Report Details

Report Name	Details
CAR - Active Company Report	Company's last date of activity and their TIN verification.
PBR - Batches Submitted Summary	Batches InterceptEFT has submitted to the Federal Reserve for processing.
BRY - Statement and Projections	Statement of accounts and a projection of disbursements to and from your account by InterceptEFT.
CAP - Company Applications	Breakdown of the accounts credited and debited.
CCR - Company Contracts Report	Status of contracts on file with InterceptEFT.
CFS - Company Fee Schedule	InterceptEFT's fee schedule agreement for Direct Deposit services.
COR - Corrections	The receiving banks did allow the transaction to go through, but sent this report so you will change the information in your software, i.e., name, account number, routing number, etc. for future transactions. Refer to the last column of the report to determine what information needs to be changed.
RET - Returns	A transaction was rejected by the receiving bank and was sent back to InterceptEFT. The Returns report displays the reason it was returned so it can be corrected and prevent any future delays in processing.
XCC - Xcelerated Corrections	Non-posted Xcelerated Corrections. The Xcelerated Corrections is a screening system that compares your transactions by routing and account number against a database of previous NOC transactions. The transaction is stopped before the file is submitted to the Federal Reserve for processing. This report will only be available for the day in which they are received. Prior days are included in the **Corrections** report.

Table 5-1: Direct Deposit Report Details

Report Name	Details
XCR - Xcelerated returns	Non-posted Xcelerated returns for the day they were received only. Xcelerated Returns is a screening system that compares your transactions by routing and account number against a database of previously returned transactions. The transaction is then taken out of the file before submitting it to the Federal Reserve.
FAR - File Acknowledgement Summary	Summary of files that have been received by InterceptEFT. The report confirms the files they received by batch and total dollar amount.
MBS - Monthly Billing Summary	Billing summary of your monthly charges. Each client will have a lump sum for processing during the month.
MBD - Monthly Billing Detail	Detailed billing statement of your monthly charges. Each client will have an individual breakdown of transactions processed during the month.

The **Review Repts.** button displays the **Review Reports** screen where previously produced reports can be viewed and printed. See "Report Review" on page 279 for instructions on running these reports.

IMPORTANT To transfer payroll information to the journal, see "Payroll Journal Entry" on page 160.

1099/1096/1098 Processing

NOTE See "Print and Upload 1099s and 1096s" on page 307 for an overview of this process.

Client Write-Up produces Form 1099-MISC for contractors based on earnings throughout the year. The contractor must be set up and have at least one check printed and dated during 2011 or an ATF check recorded with a check date of 2011. Only payments made with a check date in 2011 are included in the contractor's 2011 1099.

Forms 1099-MISC must be processed before they can be printed or uploaded to the IRS. After processing the 1099-MISC, go to **E-Filing > 1099/1098 E-Filing > Create File** to generate the upload file. See "Creating the 1099/1096/1098 Upload File" on page 190.

NOTE Prior to processing 1099s, all live contractor checks must be printed and ATF contractor checks created in the correct year.

Forms 1099-MISC can also be processed, printed, and uploaded for vendors and non-vendors. See "Generating 1099 Data" on page 225.

IMPORTANT

In order to generate Forms 1099-MISC for vendors and non-vendors, you must generate the 1099 data file before processing their 1099s. See "Generating 1099 Data" on page 225 for information on generating the 1099 data file.

To process 1099-MISC forms, complete the following:

1. Go to **Contractors** > **Process 1099 Misc**.

NOTE

The check boxes at the top right of the window are set automatically based on whether the vendor/nonvendor 1099 data file has been generated and if there is contractor payment information available for a 1099. If both types of data are available, the **Process 1099's for Both** option is selected. If only contractor payment information is available, the **Process 1099's for Contractors** option is selected. If the vendor/nonvendor 1099 data file has been generated and there is no contractor payment information available, the **Process 1099's for AP Vendors** option is selected.

2. Process 1099-MISC forms either individually or all at once.
   - Click **Process All** to process all 1099-MISC forms at once. This overwrites any changes made to existing 1099-MISC forms. If changes were made to one or more 1099-MISC, use **Process Single**.
   - To process a single 1099-MISC, select the contractor from the contractor list and click **Process Single**. An **X** in the **1099** column next to the contractor's name and code indicates the contractor's 1099 has been processed successfully

NOTE

There is an option to suppress 1099s with compensation less than $600.

Editing 1099s

To edit a 1099, complete the following:

1. Go to **Contractors** > **Process 1099 Misc**.
2. Select a contractor, vendor, or non-vendor from the list.
3. Click **View/Edit**.
4. Make necessary changes in the appropriate fields.
5. Click **Save** then **Exit**.

Printing 1099s and 1096s

TIP Refer to "1099s and 1098s On the Fly" on page 175 if you wish to print 1099s without using any of CWU's payroll functions (live or ATF).

The 1099s are formatted to print "2 Up." This means information for two contractors prints on the same page, one above the other. If printing for a single contractor, there is a blank form where the second contractor's information would normally print.

1. Go to **Contractors** > **Process 1099 Misc**.
2. Select an option from the **View/Print** section:
   - **View/Edit 1099s** allows you to edit the information on the 1099 and 1096. Use this feature with caution. Click **View/Edit** to access the **Edit 1099** dialog box. Click **Save** to save your edits.
   - **Print All 1099s** prints the 1099-MISC for every contractor listed with an **X** under the 1099 header to the left.
   - **Print Single 1099** prints the 1099-MISC for a selected contractor.
   - **Print 1096** prints the 1096. It can be printed only on red and white forms.
3. Select the type of 1099-MISC copies to print from the **Types** section.
4. Select to print **Forms and Data** (using plain paper) or **Data Only** on a pre-printed form.

TIP The 1099-MISC IRS Copy A and 1096 must be printed on the red and white forms (data only). All other copies can be printed on plain paper using a laser printer (choose **Form and Data**) or on preprinted forms (choose **Data Only**). If **Data Only** is selected, the **Adjust Form** button is activated allowing adjustment of printing alignment. Refer to "Forms Alignment" on page 30 for more information.

5. Click **Print**.

Order the red and white forms from an office supply company or the IRS. Call (800) TAX FORMS. See "Uploading 1099s, 1096s, and 1098s" on page 190 to upload the 1099/1096 information.

Portals - Processing Contractor Payments

Once a Portals contractor payment batch is downloaded (Synced), it can be processed. When Portals pay checks are processed, CWU:

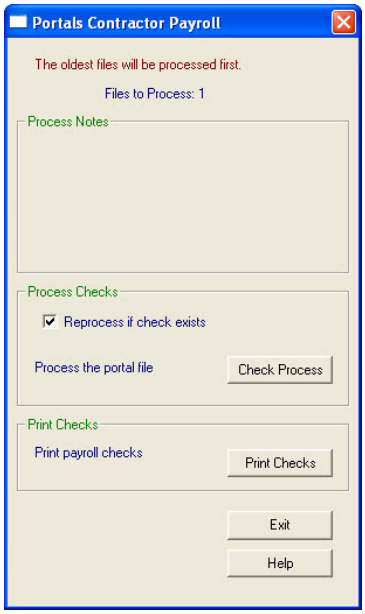
1. Creates pay records
2. Lists live paychecks on the **Print New Checks** screen, and
3. Automatically syncs the pay information back to the Portal so Employers have access to the final pay information.

NOTE For a full explanation of using Portals, see "Appendix G - Portals" on page 321.

To process Portals contractor payments, complete the following:

1. Go to **Contractors > Portals Payroll**. The top part of this screen indicates there is a payment file to process.

Figure 5-5: Process Portals Contractor Payroll



2. If this payment file replaces one that has already been processed, select the **Reprocess if check exists** box. CWU will use the most recent payment record if a duplicate record is found.
3. Click **Check Process**.
4. Click **Yes** to verify the **Payroll Period Ending Dates** being processed. If more than five dates are being processed, you will receive a message stating "Processing multiple dates."
5. Click **Yes** to confirm that you wish to process payments for all contractors. A popup window displays the number of checks processed. Use this count to confirm that all records approved were processed.
6. Click **OK**. Payment information uploads to Portals automatically.

NOTE Adjustments to individual pay records made in CWU are not seen in Portals.

7. To print live payment checks, click **Print Checks**. This is a shortcut to the **Contractors > Print New Checks** screen.
8. Transmit Direct Deposit information as needed. See "Transmitting Contractor Direct Deposits" on page 143.
9. Move payroll information to the journal. See "Payroll Journal Entry" on page 160.

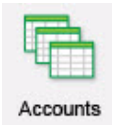
6 Bookkeeping

Client Write-Up's bookkeeping program provides an accurate, up-to-date snapshot of the financial condition of the client's business. This is accomplished by automating payroll and accounts payable posting to the general ledger. Numerous financial reports are available and this financial information can be exported directly into the Drake Tax software reducing the chance for data entry errors.

NOTE See "Chart of Accounts (COA) Setup" on page 45 for information on how to set up a Chart of Accounts in CWU.

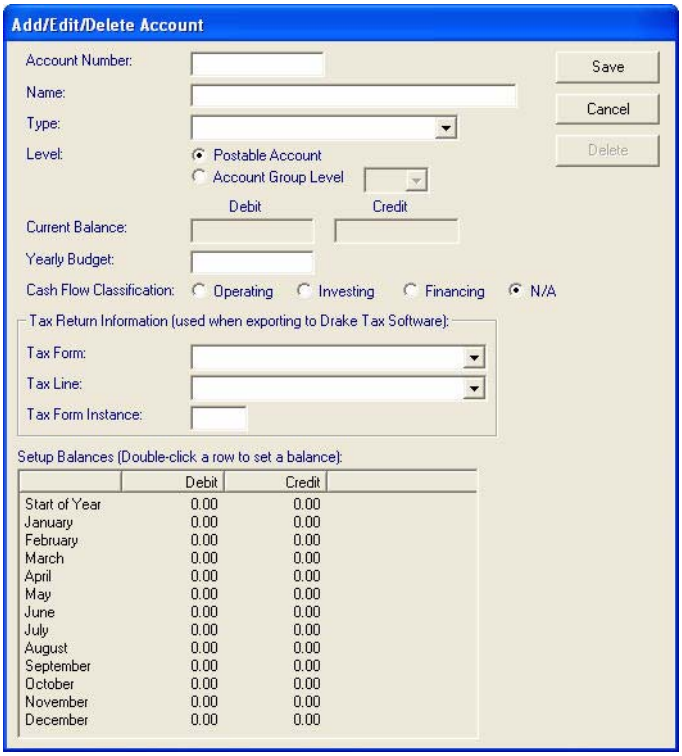
Adding Accounts to a Chart of Accounts

To add a new account to the Chart of Accounts, complete the following:



1. Go to **Bookkeeping > Chart of Accounts**.
2. Click **Add.** The **Add/Edit/Delete Account** dialog box opens. Enter account information.

Figure 6-1: Add Account



- **Account Number** — The account number determines how the transaction is assigned. Press F2 from any **Account Number** field in CWU and a list of the "postable" (level 0) accounts is displayed.
- **Name** — The reports generated by CWU use this name.
- **Type** — Choose the correct account type from the drop list. This choice affects the calculation of transactions entered in the journal to generate financial reports. Always follow the GAAP.
- **Level** — Accounts are either "postable" (level 0) or "account group level," also known as "nested." Postable accounts are used when entering transactions. Nested accounts are used for reporting purposes only.

WARNING Use caution when changing the account level. Improper changes can cause inaccurate results in the Chart of Accounts.

Level - Postable Account — Select this option for level 0 accounts. Only level 0 account information can be exported to the client's tax return in Drake Software.

Level - Account Group Level — Select this option if the account is a nested account, then use the list to assign the level (1-9).

See "Understanding Account Levels" on page 154 for further explanation of account levels.

- **Current Balance** (debit and credit entries) — This is required to properly set up the Chart of Accounts. Level 0 accounts are the only accounts for which a **Current Balance** can be entered. Enter an amount either in the **Debit** balance or the **Credit** balance fields - not both. The **Debit** and **Credit** fields can be edited during the creation of the COA. These fields are updated automatically when a **Post Transactions** process is performed.

NOTE **Current Balance** fields become inactive and can not be edited once a transaction is entered into the journal for this account or a **Post Transactions** process is performed.

- **Yearly Budget** — Enter the amount budgeted for the account. This information is available for financial management.
- **Cash Flow Classification** — Designate in which section of a cash flow statement the account should appear (Operating, Investing, or Financing). Only accounts with one of these designations appear in a Cash Flow report.
- **Tax Form** — Designate the tax form on which this field should appear. This information assists in exporting information to the client's tax return in Drake Software. If a tax return for the client does not exist in Drake, information from **Setup > Client Information** is used to create the tax return in Drake. If a tax return for this client exists in Drake, the EIN/SSN is used as the identifier for the client file and the file is exported to the existing tax return. For more information about exporting to Drake, see "Export to Drake Tax" on page 295.
- **Tax Line** — Specify the line in the **Tax Form** list appropriate for this account. Selecting an export form activates the **Tax Line** drop list.

- **Tax Form Instance** — Specify which instance of the tax form specified in the **Tax Form** field the account information should be exported. For instance, if the tax return has two Schedule Cs, specify to export to Schedule C "1" or "2".
- **Setup Balances** (optional) — Entering monthly account balances when first starting to use Client Write-Up and its bookkeeping features is a great way to ensure accurate reporting for all accounts. By entering Start of Year and monthly closing balances for each account, a start-of-year balance sheet will reflect the year-to-date data. You can also run monthly reports for months entered.

  Enter either a debit balance or a credit balance for each account.

  The **Start of Year** and **January** thru **December** fields are automatically updated when transactions are entered and the **Post Transactions** process is performed.

IMPORTANT

Use **Setup Balances** only if you are starting to use Client Write-Up in the middle of the year and want to bring forward individual monthly account balances from your existing accounting system. In order to take advantage of this feature, you must enter balances for each account and each month of this fiscal year through the last full month. For instance, if you are starting to use CWU in July, enter monthly balances for January through June. When this information is entered correctly, prior period and year-to-date reporting is available.

Start of Year — Enter start of year balances from balance sheet accounts only. Double-click under **Debit** to enter a debit balance and under **Credit** to enter a credit balance. Income statement accounts are always zero at the start of the year and therefore do not require entries. If starting to use CWU in January, an entry should be made for the **Current Balance** but not for the **Start of Year**.

January thru **December** — Enter the monthly account balance from January thru the last full month in the existing accounting system.

For example, you start using Client Write-Up in February and the current balance of the checking account is $40,000. Assuming you started the year with $50,000 in the checking account, you would set the **Start of Year** balance to $50,000 and the **January** balance to -$10,000 to show that you spent $10,000 in January and now have a current balance of $40,000. This should match the **Debit** balance amount of $40,000 you've entered in the **Current Balance** field.

NOTE

Setup Balances fields become inactive and can not be edited once a transaction is entered into the journal or the **Post Transactions** process is performed.

3. Click **Save** after the information for each account has been entered.

NOTE

CWU can be used as either a double-entry or single-entry bookkeeping system, or both. The balance must be 0.00 before saving the Chart of Accounts.

An account can be added "on the fly" at anytime. See "Create an Account "On the Fly"" on page 156.

The **Current Balance** of the Chart of Accounts is displayed at the lower right of the **Chart of Accounts - Setup** dialog box. When the COA is "in balance," this displays 0.00.

TIP

Complete the Chart of Accounts before entering transactions in **Bookkeeping > Enter Transactions**.

Understanding Account Levels

Levels in the Chart of Accounts define both "postable" accounts and those that are created for reporting purposes only. Journal entries can be made only to postable, or Level 0 accounts. Only level 0 accounts are displayed when F2 is pressed from account fields throughout CWU.

Levels 1 through 9 define how financial statements are subdivided into logical sections. They are used only for defining report sections. No transactions can be posted to these accounts. This allows a high degree of customization of financial statements and reporting.

Levels are designed to be used in matched pairs. The first instance – the "starting instance" – provides the "Section Header." The second instance – the "ending instance" – marks the end of the section and tells the program to total the section. The name of this account provides text for the "section total." Level 0 accounts are assigned to the section based on their account number. Those with account numbers between the starting instance and ending instance accounts are tallied.

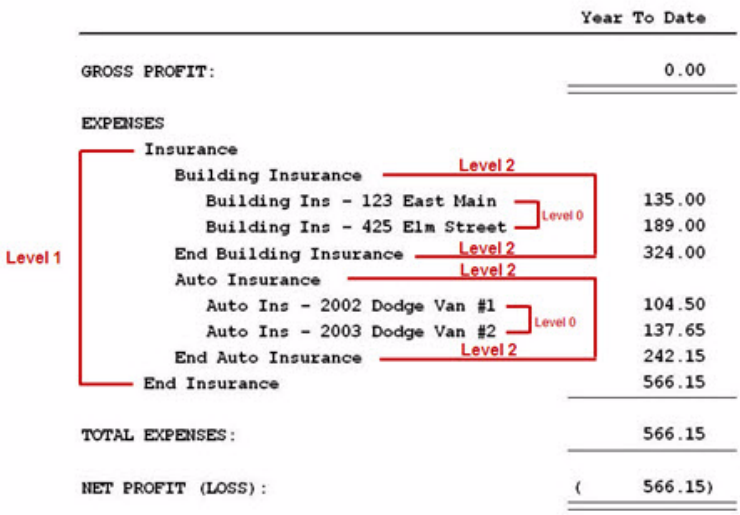
Nesting Levels

It is possible to "nest" levels. For instance, there can be a Level 2 subsection within a Level 1 section. Up to 9 levels can be nested.

The following example shows how to set up nested sections.

758	1	Insurance
758.1	2	Building Insurance
758.12	0	Building Ins - 123 East Main
758.13	0	Building Ins - 425 Elm Street
758.19	2	Total Building Insurance
758.2	2	Auto Insurance
758.22	0	Auto Ins - 2002 Dodge Van #1
758.23	0	Auto Ins - 2003 Dodge Van #2
758.29	2	Total Auto Insurance
758.9	1	Total Insurance

This example results in a section on the balance sheet that looks like this:



COA Samples

When creating a COA, the level selected enables you to generate a detailed break-down of accounts later. Level 0 accounts are the only postable accounts. Use only level 0 accounts when entering transactions.

In this example, multiple checking accounts are included in a total of checking accounts for reporting purposes.

1. Set up a “Beginning Account” for your grouping of checking accounts. This is a level 1 Account. (Level 1-9 accounts are for reporting purposes only.)
2. Set up each of your checking accounts: account number, account name, account type, and level 0. This enables entry of transactions for each checking account.
3. Set up an ending account that will show the total of all checking accounts. Use level 1. (You must always have a beginning and ending level 1.)

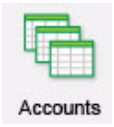
Use multiple levels within the 1-1 level to create a nesting of accounts. In the next example, the accounts associated with “Cash” include “Petty Cash,” “Checking,” “Savings,” etc.

This example results in a section on the balance sheet that looks similar to this:

Cash

	100.05	Total Checking	500.00
	100.09	Total Savings	500.00
Total Cash			**1000.00**

Editing an Account



To modify an existing account, go to **Bookkeeping > Chart of Accounts**. Either select the account and click **Edit** or double-click the account from the list. Edit the desired fields and click **Save**.

NOTE

All information in the Chart of Accounts can be changed until a transaction has been posted to that account. Once a transaction has been posted to an account, only the **Account Number**, **Name**, **Budget**, **Tax Form**, **Tax Line**, and **Tax Form Instance** fields can be edited.

Deleting an Account

An account in the COA can be deleted only if there has been no monetary transaction for the account. To delete an existing account:

1. Go to **Bookkeeping > Chart of Accounts**.
2. Either select the account and click **Edit** or double-click the account from the list.
3. Click **Delete**. A message box is displayed, confirming the account should be deleted.
4. Click **Yes** from the confirmation window to permanently delete the account. Click **No** to return to the **Chart of Accounts Setup** dialog box without deleting the account.

IMPORTANT

Accounts that have current activity cannot be deleted.

Reset the Chart of Accounts

Use the **Reset** button when setting up the Chart of Accounts and you wish to restart the COA setup from scratch. All account information is removed. This option is available only before entering transactions and performing a **Post Transactions**.

Create an Account “On the Fly”

Accounts can be added to the Chart of Accounts from any field in CWU that is calling for an account number (e.g. **Employees > Account & Payroll Information > G/L Account Numbers).**

To create an account on the fly, complete the following steps:

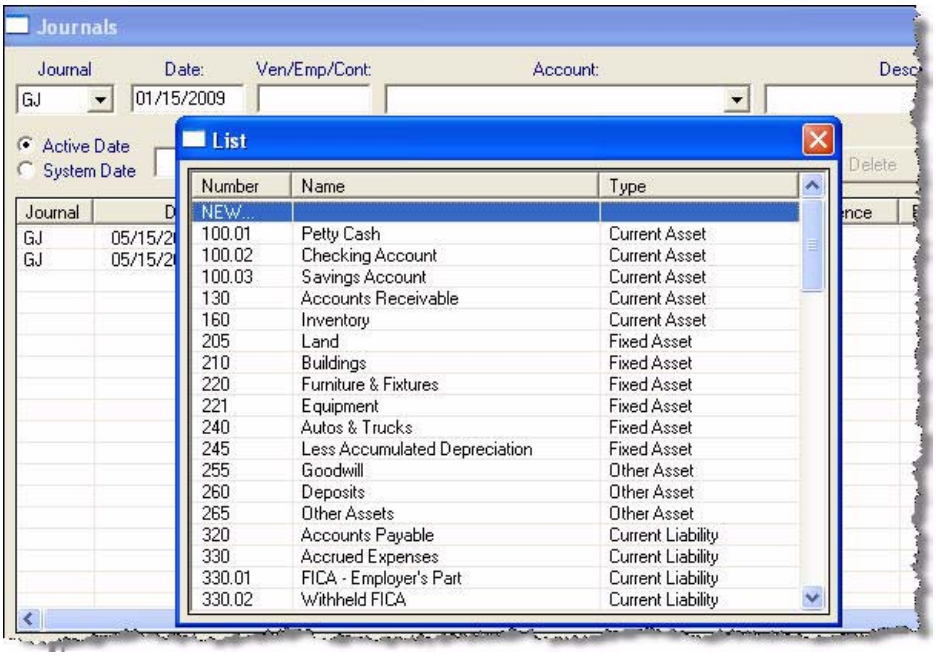
1. Place the cursor in any account field in CWU and press F2. You can also create accounts on the fly in account fields with a drop list by selecting **New** from the drop list (e.g. **Bookkeeping > Enter Transactions**).

NOTE

Nested accounts (levels 1-9) can be added only from **Bookkeeping > Chart of Accounts**. Accounts added from anywhere else in CWU are level 0 (postable) accounts.

2. Double-click **New**.

Figure 6-2: Create an Account "On the Fly"



3. Enter the new account number and name. If you are adding an account that is similar to one that already exists, use an account number in the same numerical range. For instance, the expense accounts are in the 700 range, so you may want to use account #791 for a new cell phone account.
4. Select the account type from the **Type** drop list (required).
5. Enter the **Current Balance** information (required).
6. Enter the **Yearly Budget** for the account (optional).
7. Use the drop list to select the **Tax Form** and **Tax Line** information (optional).
8. Enter the **Start of Year** and month-to-date information (optional).
9. Click **Save**.

Entering Journal Transactions

There are two methods of bringing transactions into the general ledger: manual entry of transactions directly into the general ledger, and automatically bringing payroll information to the general ledger. Before any transactions can be entered, a Chart of Accounts must be set up. (See "Chart of Accounts (COA) Setup" on page 45).

Manual Entry of Journal Transactions

General ledger transactions are entered in the journal. CWU uses the double-entry system of bookkeeping.

To enter journal transactions:

1. Go to **Bookkeeping > Enter Transactions**.

Figure 6-3: Enter Transactions

2. Select the journal to use for this transaction from the **Journal** drop list.

Table 6-1: Journals

GJ	General Journal
CD	Cash Disbursements
CR	Cash Receipts
PAY	Payroll
BUD	Budget

NOTE

Client Write-Up keeps ten years of Chart of Accounts history starting with 2008 data or the year you started using CWU (whichever is later). This means that when a correcting entry is made to the journal for a prior year, all balances are updated automatically from that point forward. Reports reflect the updated balances.

3. Complete all necessary fields for the transaction.
   - **Date** (Required) — The date of the transaction defaults to today's date. Change the date of the transaction using the MMDDYYYY or the MM/DD/YYYY format. You can also use the plus (+) and minus (-) keys on your keyboard's numeric keypad to move the date forward and backward. The date entered is used until it is changed or until the **Enter Transactions** dialog box is exited. After exiting **Enter Transactions**, the date returns to today's date when the dialog box is next opened.
   - **Account** (Required) — Enter the account number, the account name, or use the drop list to select the appropriate account for this transaction. The drop list displays only 0 level accounts. Enter only zero level accounts. The account type displays above the account selected. Select **New** from the list to create an

account on the fly. (See "Create an Account "On the Fly"" on page 156). The transaction posts to the account selected.

NOTE

When you click **Save**, CWU verifies that the account entered is a valid account. If it is not valid, you are given the opportunity to either add the account on the fly (see "Create an Account "On the Fly"" on page 156) or enter a different account number to be used for this transaction.

- **Debit** — If this transaction is a debit, enter the amount.
- **Credit** — If this transaction is a credit, enter the amount.

WARNING

You *must* enter an amount in either the **Debit** or **Credit** fields. *Do not* enter an amount in both fields for one transaction.

- **Description** (Optional) — Enter the description needed for this transaction. If you have previously entered descriptions, CWU attempts to fill the field with one of these descriptions as each character is typed. When the desired entry is displayed, press ENTER or TAB, or use the mouse to advance to the next data entry field.
- **Reference** (Optional) — Enter information associated with this transaction, such as check number, invoice number, etc.
- **AP Vendors/Employees/Contractors/AR Customers** (Optional) — To associate this transaction with a particular AP vendor, employee, contractor, or AR customer, select the option button beside the appropriate category.

  Use the drop list to the right of these categories to select the appropriate AP vendor, employee, contractor, or AR customer code.
  - **AP Vendors** — When the **AP Vendors** option button is selected, vendors entered in **Payables > Vendor Setup** display from the drop list. Select the vendor associated with this transaction.
  - **Employees** — When the **Employees** option button is selected, employees entered in **Employees > Employee Setup** display from the drop list. Select the employee associated with this transaction.
  - **Contractors** — When the **Contractors** option button is selected, contractors entered in **Contractors > Contractor Setup** display from the drop list. Select the contractor associated with this transaction.
  - **AR Customers** — When the **AR Customers** option button is selected, accounts receivable customers entered in **Receivables > Customer Setup** display from the drop list. Select the customer associated with this transaction.
- **Division** (Optional) — Select the division associated with this transaction. The drop list displays the list of divisions created in **Setup > Headers & Footnotes**.

4. Verify the information and click **Save**.

Balance (**Debit**, **Credit**, or **Zero**) — This shows the current balance (Debits - Credits) for journal entries. This balance must be 0.00 in order to post transactions. Post monthly to facilitate reconciliation.

When a journal transaction is saved, the information for the transaction is moved to the lower portion of the dialog box. To facilitate recording of the offsetting entry, the **Date**, **Description**, **Reference** number, and **Division** remain and the full amount of the offsetting debit or credit entry remain in the upper portion of the dialog box. To keep the journal in balance, enter the offsetting **Account** number and the **Description** (if desired), verify the amount, and click **Save**.

NOTES

If you do not want the **Date**, **Description**, **Reference**, **Division**, and the offsetting debit or credit amount filled automatically, go to **Bookkeeping > Enter Transactions**, click the **Journal Options** button, and verify **Prefill Adjusting Entry Amounts Automatically** is not selected.

To automatically increment the **Reference** number, go to **Bookkeeping > Enter Transactions**, click the **Journal Options** button, select **Auto Increment Reference Number**. This option must be selected prior to entering transactions.

Editing/Deleting a Journal Entry

To edit or delete a journal entry, complete the following:

1. Go to **Bookkeeping** > **Enter Transactions**.
2. Double-click a journal transaction listed on the bottom half of the dialog box. The information for that transaction fills the fields in the upper portion of the dialog box.
3. Make the changes as needed.
4. Click **Save**. Click **Delete** to remove the line entry. The balancing transaction must also be manually deleted.

ATF Payroll Journal Entry

To add an ATF payroll entry to the journal "on the fly," complete the following:

1. Go to **Bookkeeping** > **Enter Transactions**, and click the **ATF Payroll** button.
2. When the **Select ATF Payroll** window is opened, enter 1 for an ATF employee payroll entry or 2 for an ATF contractor payroll entry and click **OK**.
3. Enter the ATF payroll information.
4. Click **Save**, then **Exit**.

Payroll Journal Entry

Use **Payroll Journal Entry** to transfer the payroll information to the journal without having to manually enter each transaction.

IMPORTANT

All setup fields associated with payroll (deductions/benefits, cash/expense accounts, withholdings, etc.) need the correct account numbers assigned *before* the first check is written.

If you neglected to enter the cash and expense account numbers when setting up payroll and have entered payroll information, you can go back to the payroll setup, enter the account numbers, then return to **Bookkeeping > Enter Transactions** and process the payroll information to the journal. For employees, accounts specified on the **Employees > Account & Payroll Information**, **G/L Account Numbers** tab are used. For contractors, accounts from either the **Contractors > Account & Payroll Information**, **Cumulative G/L Account Numbers** tab or the **Contractors > Account & Payroll Information**, **Detailed G/L Account Numbers** tab are used.

NOTE Once payroll transactions have been processed to the journal without account numbers, the transactions cannot be edited to add account numbers.

Once all necessary setup information is correctly entered:

1. Create the payroll check, employees and contractors, live or ATF.
2. Print the live payroll check. (See "Printing Employee Pay Checks" on page 101 and "Printing Contractor Pay Checks" on page 137.)
3. Go to **Bookkeeping > Enter Transactions**, and click the **Payroll Journal** button.

Figure 6-4: Payroll Journal Entry

General Journal Payroll Transaction
Select a date range or leave the date fields blank to process all payroll.
Start Date:
End Date:
Per Check Entries
Cumulative Entry
Cancel

4. Enter start/end dates or leave blank to process all checks.
5. Click **Per Check Entries** to create separate journal entries for each payroll transaction or **Cumulative Entry** to create one cumulative journal entry for each payroll account.

IMPORTANT To display check numbers for individual payroll entries when performing a bank reconciliation you must select **Per Check Entries**.

If a journal entry that was entered using the **Payroll Journal** function is deleted, reenter the information directly into the journal. CWU allows the transfer of check information only once.

TIP Journal entries can be sorted by clicking the field headers at the top of the journal entry list.

For example, you find an error in hours on a payroll check. Delete that check and print a corrected check. Delete that transaction from the journal and add the new transaction.

Journal Options

Use journal options to tailor your interaction with CWU when making manual entries to the journal. To access journal options, **Bookkeeping > Enter Transactions**, and click the **Journal Options** button.. Click **Save** when all **Journal Options** selections have been made.

Insert Debit/Credit Decimal Automatically

This option automatically inserts a decimal two digits from the right (creating cents) entered in the debit and credit fields. For instance, enter 15025 and when you tab out of the field, the entry becomes 150.25. Enter 100 and the entry becomes 1.00.

To enable this option, go to **Bookkeeping > Enter Transactions** and click the **Journal Options** button. Select **Insert Debit/Credit Decimal Automatically**.

Prefill Adjusting Entry Amounts Automatically

CWU automatically fills the **Date**, **Description, Reference**, **Division**, and the debit or credit amount for offsetting manual journal entries.

To disable this option, go to **Bookkeeping > Enter Transactions** and click the **Journal Options** button. Verify **Prefill Adjusting Entry Amounts Automatically** is not selected.

Auto Increment Reference Number

To automatically increment the **Reference** number of manual journal entries, go to **Bookkeeping > Enter Transactions** and click the **Journal Options** button. Select **Auto Increment Reference Number**. This option must be selected prior to entering transactions.

Disable AP, Employees, Contractors and AR Selections

To hide the **AP Vendors/Employees/Contractors/AR Customers** options, go to **Bookkeeping > Enter Transactions** and click the **Journal Options** button. Select **Disable AP, Employees, Contractors and AR Selections**. The tab order for entering journal transactions is adjusted passing over these selections.

Disable Division Selection

To hide the **Division** selection field, go to **Bookkeeping > Enter Transactions** and click the **Journal Options** button. Select **Disable Division Selection**. The tab order for entering journal transactions is adjusted passing over this selection.

NOTE When both the **Disable AP, Employees, Contractors and AR Selections** and the **Disable Division Selection** options are selected, press Tab or Enter from the **Reference** field to go to the **Save** button.

Disable Payroll Journal and ATF Payroll

To hide the **Payroll Journal** and **ATF Payroll** buttons, go to **Bookkeeping** > **Enter Transactions** and click the **Journal Options** button. Select **Disable Payroll Journal and ATF Payroll**. Use this option if payroll services are not being provided to the client or one of the Auto Post options has been selected on the **Employees** > **Account & Payroll Information**, **Payroll Options** tab.

Editing Stored Descriptions

To edit a transaction description:

1. Go to **Bookkeeping** > **Edit Stored Descriptions**.

NOTE Click **Sort Ascending** or **Sort Descending** to re-sort the list. You can manually sort the description list by dragging an item up or down into the desired position in the list.

2. Select the description to edit from the **Stored Descriptions** list by either selecting the description and clicking **Edit** or by double-clicking the description.
3. Edit the description as needed from the **Selected Entry** field.
4. Click **Save**.

NOTE Click **Save Changes** to permanently save changes made in **Edit Stored Descriptions**. Click **Exit Without Saving** if you do not wish to save your changes.

Remove Transaction Descriptions

To delete a description, select an entry in the **Stored Descriptions** list and click **Remove**. Click **Save Changes** to permanently remove the description.

Add Transaction Descriptions

Descriptions can be added to the list of stored descriptions by either saving journal transactions with descriptions associated with them or by manually adding descriptions.

To manually add a description:

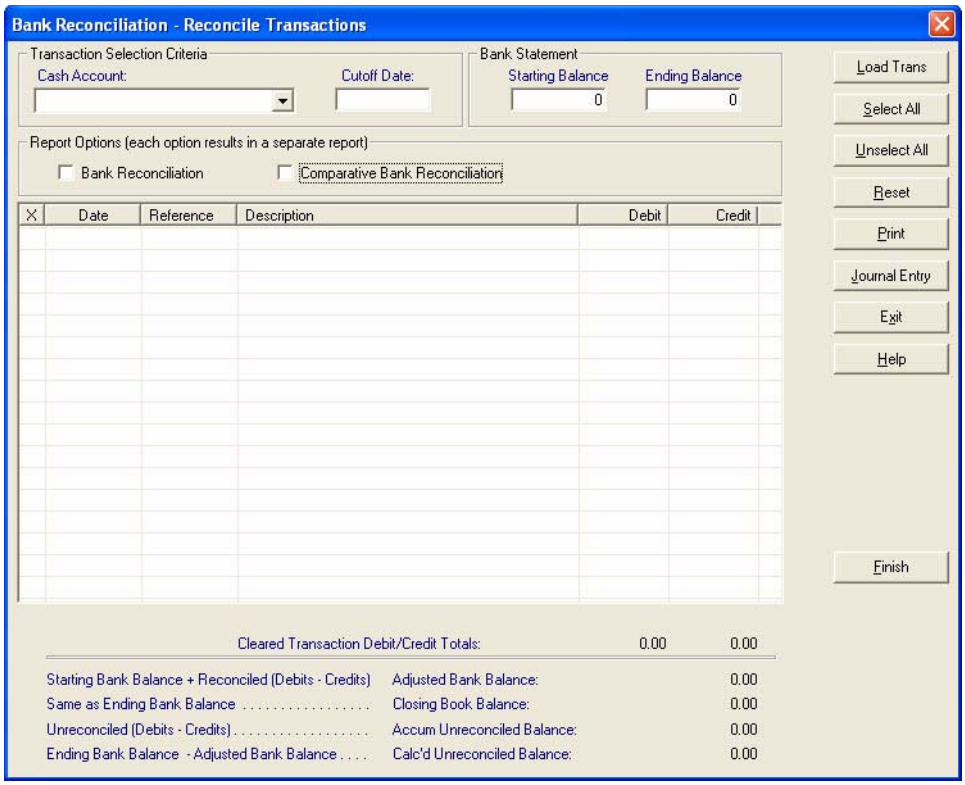
1. Go to **Bookkeeping** > **Edit Stored Descriptions**.
2. Type the new description in the **Add Entry** field.
3. Click **Add**.
4. Click **Save Changes** to permanently add the description.

Bank Reconciliation

This option checks accounts against the bank balances for those accounts.

1. Go to **Bookkeeping > Bank Reconciliation.** The **Bank Reconciliation** dialog box opens.

Figure 6-5: Bank Reconciliation



2. In the **Cash Account** field, select an account from the drop list. Only postable **Current Asset** accounts from the Chart of Accounts are listed.
3. In the **Cutoff Date** field, enter the last date to be included in the bank reconciliation using the MMDDYYYY format.
4. Enter the **Starting Balance**. The **Starting Balance** is the previous month's **Ending Balance**.
5. Enter the **Ending Balance** shown on the bank statement.

IMPORTANT

Whenever possible, enter the **Ending Balance** as shown on the bank statement. This will help ensure a correct bank reconciliation.

6. Select to display a traditional **Bank Reconciliation** report showing only the cleared transactions or a **Comparative Bank Reconciliation** report showing both cleared and non-cleared transactions.
7. Click **Load Trans**. All unreconciled transactions for the selected account through the **Cutoff Date** display. Sort the transactions listed by clicking on the column headers.

8. To begin reconciling the account, select the box to the left of transactions that appear on the bank statement.
9. If necessary, click **Journal Entry** to add transactions. Use manual journal entries to enter bank initiated items, such as interest and penalties or to make any other corrections. For instance, a check appears on the bank statement but is not displayed on the **Bank Reconciliation** screen. See "Entering Journal Transactions" on page 157 for details on making manual journal entries. Remember that all manual entries to the journal must have an offsetting entry. To be included in this reconciliation, the transaction date must be not later than the **Cutoff Date**.
10. Once the reconciliation process is complete, click **Finish**. A reconciliation report opens that can be saved or printed. You must **Finish** reconciling an account before you begin a new reconciliation of that same account.

Reconciled Transaction — A transaction that has cleared the bank. Indicate a cleared transaction by selecting the box to the left of the transaction.

UnReconciled Transaction — A transaction that has not cleared the bank. Do not select the box to the left of transactions that have not cleared the bank.

Adjusted Bank Balance equals the **Starting Balance** plus the **Reconciled Transactions** (debits - credits).

Closing Book Balance is the same as the **Ending Balance**.

Accumulated Unreconciled Balance equals the **UnReconciled Transactions** (debits - credits).

Calculated Unreconciled Balance equals the **Ending Balance** minus the **Adjusted Bank Balance** (**Starting Balance** plus the **Reconciled Transactions**).

NOTES

If the **Accumulated Unreconciled Balance** does not equal the **Calculated Unreconciled Balance**, something is either missing or incorrectly entered. Look for a missing or incorrect **Starting Balance** or **Ending Balance**. Also look for bank transactions (fees, interest, etc) that have not been entered into CWU.

Once a bank reconciliation using a given **Account** and **Cutoff Date** has been finished, that same **Account** and **Cutoff Date** combination cannot be reconciled again.

Posting Transactions

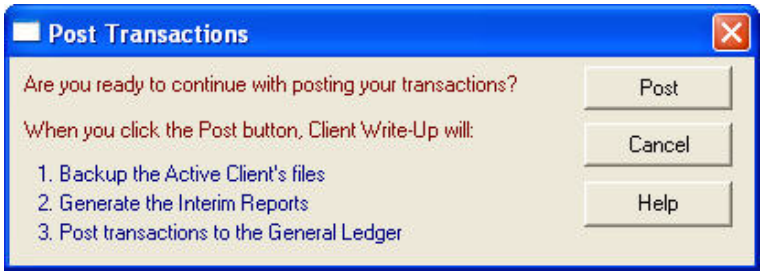
The posting process posts the current transactions to the Chart of Accounts. Before running this process, be sure that:

- Transactions are in balance.
- All transactions have valid account numbers.

To post transactions to the GL:

1. Go to **Bookkeeping > Post Transactions**.

Figure 6-6: Post Transactions


Post Transactions
Are you ready to continue with posting your transactions?
When you click the Post button, Client Write-Up will:
1. Backup the Active Client's files
2. Generate the Interim Reports
3. Post transactions to the General Ledger
Post
Cancel
Help

2. Click **Post**. The **Select Reporting Date** dialog box displays.

Figure 6-7: Select Reporting Date

3. Select the date to appear on the Interim Reports by either selecting the month or using the drop arrow next to the date field. Selecting a month automatically sets the report date to the last day of the month selected.

NOTE All transactions in the **Bookkeeping > Enter Transactions** screen post to the GL regardless of the reporting date selected.

4. Click **OK**.
5. Click **Yes**.

Client Write-Up:

- Backs up the active client's files.
- Generates interim reports.
- Posts transactions to the General Ledger for the current accounting period.

6. The Interim Reports display on your computer screen. Use these reports to check for accuracy. Reports can be printed by clicking the Printer icon.
7. If the information on the Interim Reports is correct, click **Yes** to continue with the post.

IMPORTANT

The **Post Transactions** process must be run prior to running the **Year End Close**. Some reports require that transactions be posted prior to running the report. Refer to each report's description for posting requirements.

Year End Close

NOTE

See "End of Year Process" on page 308 for an overview of this process.

The **Year End Close** process zeros out all income, cost of goods sold, and expense accounts and posts net income to the retained earnings account. Run the **Year End Close** after the final period of the year has been posted. Include all adjustments in the final period as CWU does not offer a 13th adjustment period.

NOTES

You must perform the **Post Transactions** process (**Bookkeeping > Post Transactions**), print all Forms W-2, W-3, 1099, and 1096, and export to the Drake Tax software program prior to performing the **Year End Close**. The information required for the export is not available after closing the year. See "Export to Drake Tax" on page 295.

The **Year End Close** must be performed in order to bring the Chart of Accounts into the following year's Client Write-Up program.

To post the year-end close to the GL:

1. Go to **Bookkeeping** > **Year End Close**.

Figure 6-8: Year End Close

2. Enter the year to close.
3. Click **OK**.

Client Write-Up:

- Backs up the current year files.
- Prepares the files for the new year.

NOTE All accounts above the designated retained earnings account are zeroed out and the net income posts to the retained earnings account.

Special Considerations for Fiscal Year Clients

Using CWU for a client that is on a fiscal accounting year is very similar to the way you use CWU for a client on a calendar year, except when it comes to closing out the year.

To identify a client as a fiscal year client in CWU, go to **Setup > Client Information** and on the **Business Information** tab, set the Start of Year Date to something other than January 1.

The following scenario is used to explain using a fiscal year client in CWU:

- The client's fiscal accounting year is from August 1, 2011 to July 31, 2012. Use the appropriate dates for your client's fiscal year.
- You process AP, AR, and payroll for this client and are keeping their books (a Chart of Accounts is set up in CWU for this client).

In CWU2011

1. Enter transactions for August 1, 2011 thru December 31, 2011.
2. On January 1, 2012 (or as soon after January 1 as you can), post payroll to the journal (go to **Bookkeeping > Enter Transactions**, and click the **Payroll Journal** button).
3. Next, post transactions to the GL. Go to **Bookkeeping > Post Transactions**.
4. **DO NOT CLOSE THE YEAR IN CWU2011 AT THIS TIME**.
5. **DO NOT WORK IN THIS CLIENT IN CWU2011 AGAIN**.

In CWU2012

1. After installing CWU2012, bring the client forward from CWU2011 to CWU2012. In CWU2012, go to **Tools > Update Prior Year Clients**.
2. Make that client the active client (**File > Open Client**) and open their Chart of Accounts (go to **Bookkeeping > Chart of Accounts**).

   You must answer **YES** to the question, "Do you want to update the bookkeeping for this client?" This completes the process of bringing account balance information and payroll transaction information forward into CWU2012 for this client.
3. Continue using CWU2012 for this client's accounting work

4. **At the end of their fiscal year** (July 31, 2012), close the client's fiscal year in CWU2012:
   - Post payroll to the journal (go to **Bookkeeping > Enter Transactions**, and click the **Payroll Journal** button)
   - Post all transactions to the GL (**Bookkeeping > Post Transactions**)
   - Close the year (go to **Bookkeeping > Year End Close**). Enter **2011** as the year to close.
5. Continue entering transactions in CWU2012 for fiscal year 2012 – 2013.

7 On the Fly Forms

Create, save, process, print, and electronically file Forms W-2, 1099 (MISC, DIV, INT, R, PATR, S, A, B, and C), 1098-MORT, and 94X series tax returns “on the fly”, eliminating the complete employee and contractor setup.

Update Prior Year On the Fly

Use this feature to bring forward all client setup, employee, and contractor information that was entered "on the fly" in last year’s Client Write-Up program.

IMPORTANT

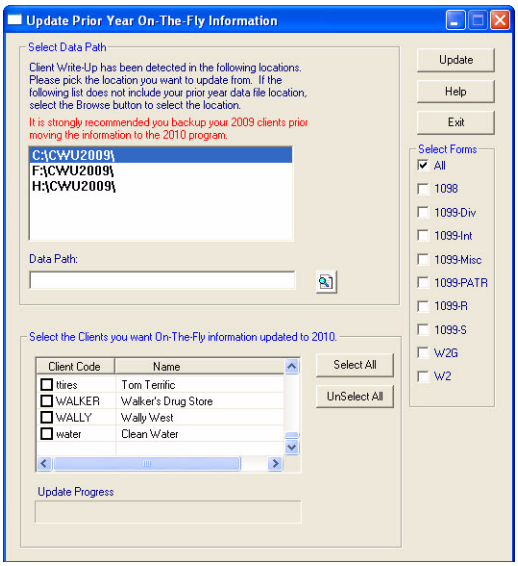
The client must exist in the current program before bringing the “on the fly” information forward. If the client does not exist in the current Client Write-Up program, go to **Tools > Update Prior Year Clients** to bring the client forward into this year’s program. See “Update Prior Year Clients” for information on bringing the client forward.

Close all other instances of Client Write-Up before updating prior year clients. Only the current year Client Write-Up program should be running.

To update "on the fly" Client Write-Up clients from last year’s Client Write-Up program, complete the following steps:

1. Go to **On the Fly Forms > Update Prior Year On the Fly**.

Figure 7-1: Update Prior Year On the Fly Clients



2. Select the location of the client files to convert to the 2011 program by clicking the location. If the proper location is not displayed, click the browse icon ( ) and navigate to the correct location.
3. The client files entered "on the fly" in the selected location are displayed at the bottom of the dialog box. Select individual client files by clicking the box in the **Client Code** column, or click **Select All** to convert all clients in this location.
4. On the right side of the window, select the forms to bring into the current program or select **All** to bring all forms for the selected clients forward.
5. Click **Update**.

W-2 On the Fly

This feature enables you to create, process, and print W-2s and W-3s for clients who keep their own books. Once processed, use CWU to upload these forms to the Social Security Administration.

W-2 On the Fly Preparation

Before entering W-2 information "on the fly", you must change to the appropriate client. Open or create the appropriate business (client) employing this employee by either:

- Going to the Client Write-Up **Home** window, click

and change to the appropriate client, or
- Creating a new client by going to **File > New Client** and complete the **Contact Information** (see "Contact Information" on page 32) and **W-2/W-3-1099/1098 Setup** (see "W-2/W-3-1099 MISC. Setup" on page 34) tabs.

IMPORTANT

Creating W-2s "on the fly" under the wrong client results in an incorrect W-3 for that client.

If the client was entered into last year's Client Write-Up program as an "On the Fly" client, you can bring that client's information into the current year CWU program. See "Update Prior Year On the Fly" on page 171 for more information.

Step 1 - Creating W-2s On the Fly

To enter W-2 information "on the fly", complete the following steps:

1. Go to **On the Fly Forms > W2s On the Fly**.
2. Double-click an employee name to update prior year information or, for new employees, enter a code in the **Employee Code** field and click **New**. Employee codes are alphanumeric and can be up to 20 characters long.

3. Complete the **W2s On the Fly** form. For more detail on completing this form, go to www.irs.gov.

NOTE Do not use dashes (-) or slashes (/) when entering phone numbers, ZIP codes, or ID numbers. These fields are formatted after information is entered.

4. Once all information has been entered and verified, click either:

Save — To save the W-2 information.

Delete — To delete a previously entered "on the fly" W-2, double-click the "on the fly" W-2 to delete from the **Name** and **Employee Code** list. Click **Delete**.

Reset — To clear the information entered without saving.

Process W2s — To display the **End of Year W-2 On the Fly** window.

Void — To mark the W-2 as voided when printed or e-filed.

Corrected — Select this box when editing a previously issued "on the fly" W-2. Also use this selection to correct an "on the fly" W-2 that has been transmitted.

Step 2 - Processing W-2s On the Fly

Process W2s On the Fly to print W-2s and W-3s created "on the fly" and to transmit that information to the Social Security Administration.

After creating, verifying, and saving W-2s created “on the fly”:

1. From the CWU **Home** window, go to **On the Fly Forms > W2s On the Fly**
2. Click the **Process W2s** button on the **Create W2s on the Fly** dialog box. See “W-2 Processing” on page 116 for instructions on processing W-2s created "on the fly".

NOTE W-2s created "on the fly" do not appear in the **Process W2s** dialog box and are only processed from **Process W2s On the Fly**.

3. Process W-2s either individually or for all employees at once.
   - Click **Process All** to process all W-2s at once.
   - To process a W-2 for one employee, select the employee from the employee list and click **Process Single**. An **X** in the **W2** column next to the employee’s name and code indicates the employee’s W-2 has been processed successfully.

NOTE Once W-2s created "on the fly" are processed, they can be transmitted with the W-3 to the Social Security Administration like any other W-2. See “Uploading W-2s and W-3s” on page 186.

Editing an On the Fly W-2/W-3

To edit a W-2 created "on the fly", complete the following steps:

1. From the CWU **Home** window, go to **On the Fly Forms > W2s On the Fly**
2. Click the **Process W2s** button on the **W2s on the Fly** dialog box.
3. Select an employee from the list. It is not necessary to select an employee to view or edit the W-3.
4. Select the **View/Edit W2s** or the **View/Edit W3** option button.

IMPORTANT

Edit the W-3 after all W-2s have been edited and reprocessed. Once the W-3 has been edited, do not reprocess W-2s. Reprocessing W-2s removes saved edits to the W-3.

5. Click **View/Edit**.
6. Make necessary changes directly in the appropriate fields.
7. Click **Save**.
8. Click **Exit** when editing is complete. The **End of Year W2 On the Fly** window displays and the **X** in the **W2** column next to the employee's name and code is removed for the edited W-2s.

IMPORTANT

On the Fly W-2s that have been edited and saved must be reprocessed. See "Step 2 - Processing W-2s On the Fly" on page 173.

Printing On the Fly W-2s and W-3s

W-2s print "2 Up" by default, one above the other. This means information for two employees prints on the same page. If printing a single W-2, there will be a blank form where the second employee's information would normally print. CWU can also print W-2s in either a "4-Up" or "4-Down" format. See "W-2/W-3-1099 MISC. Setup" on page 34 to make these selections.

1. From the CWU **Home** window, go to **On the Fly Forms > W2s On the Fly**
2. Click the **Process W2s** button on the **W2s on the Fly** dialog box.
3. Select a print option from the **View/Print** section:
   - **Print All W2s** prints the W-2 for every employee listed with an **X** under the W-2 header to the left.
   - **Print Single W2** prints the W-2 for a single selected employee.
   - **Print W3** prints the W-3 using either the **Forms and Data** or **Data Only** options.
4. Select the type of W-2 copies to print from the **Types** section:
   - **SSA - Copy A**— This option prints a copy of the W-2 for the Social Security Administration. For copy A, print **Data Only** on the SSA red form or print **Form and Data** on plain paper (this is approved by the IRS).

- **Other Copies** — This option is used to print W-2s for the employer, employee, and state DOR. Select to print **Forms and Data** on blank paper or **Data Only** on approved forms.

NOTE

All W-2s and W-3s can be printed on plain paper using a laser printer and either the **Forms and Data** or **Data Only** options. It is not required to print the W-2 Copy A or the W-3 on the red line form. If **Data Only** is selected, the **Adjust Form** button is activated allowing adjustment of printing alignment. Refer to "Forms Alignment" on page 27 for more information.

5. Click **Print** to print W-2s or W-3s.
6. Click **Exit** when W-2 processing is complete.

1099s and 1098s On the Fly

This feature enables you to create, process, and print 1099s, 1098s, and 1096s for clients that keep their own books. Once processed, use CWU to print these forms or upload them forms to the IRS.

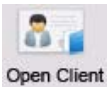
Use Client Write-Up to produce the following forms "on the fly":

Table 7-1: 1099s, 1098s, and W-2Gs On the Fly

Form	Title
1096	Annual Summary and Transmittal of U.S. Information Returns
1099-A	Acquisition or Abandonment of Secured Property
1099-B	Proceeds From Broker and Barter Exchange Transactions
1099-C	Cancellation of Debt
1099-DIV	Dividends and Distributions
1099-INT	Interest Income
1099-MISC	Miscellaneous Income
1099-PATR	Taxable Distributions Received From Cooperatives
1099-R	Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
1099-S	Proceeds from Real Estate Transactions
1098-MORT	Mortgage Interest Statement
W-2G	Certain Gambling Winnings

1099 On the Fly Preparation

Before entering 1099 information "on the fly", you must change to the appropriate client. Open or create the appropriate business (client) that is issuing the 1099 by either:

- Going to the Client Write-Up **Home** window, click 

and change to the appropriate client, or
- Creating a new client by going to **File > New Client** and complete the **Contact Information** (see "Contact Information" on page 32) and **W-2/W-3-1099/1098 Setup** tabs (see "W-2/W-3-1099 MISC. Setup" on page 34).

Creating 1099s "on the fly" under the wrong client results in an incorrect 1096 for that client.

IMPORTANT

If the client was entered into last year's Client Write-Up program as an "on the fly" client, you can bring that client's information into the current year CWU program. See "Update Prior Year On the Fly" on page 171 for more information.

Step 1 - Creating 1099s and 1098s On the Fly

To enter 1099 and 1098 information "on the fly", complete the following steps:

1. Go to **On the Fly Forms > 1099s, 1098 and W2G on the Fly** and select the appropriate form.
2. Double-click a contractor name to update prior year information or, for new contractors, enter a code in the **Contractor Code** field and click **New**. Contractor codes are alphanumeric and can be up to 20 characters long.
3. Complete the screen. For more detail on completing the form, go to www.irs.gov and search for the form. Refer to IRS Pub 1220 for any information not included in the IRS form instructions.

The term "Name Code" in Client Write-Up is equivalent to what the IRS refers to as the "Name Control".

NOTES

Do not use dashes (-) or slashes (/) when entering phone numbers, ZIP codes, or ID numbers. These fields are formatted after information is entered.

4. Once all information has been entered and verified, click either:

Save — To save the form information.

Delete — To delete a previously entered "on the fly" version of the form, double-click the "on the fly" form to delete from the list at the top left of the window. Click **Delete**.

Reset — To clear the information entered without saving.

Void — To mark the form as voided when printed or e-filed.

Corrected — Select this box when editing a previously issued "on the fly" form. Also use this selection to correct an "on the fly" form that has been transmitted.

Step 2 - Processing 1099s and 1098s On the Fly

Process 1099s and 1098s "on the fly" to print 1099s, 1098s, W-2Gs, and 1096s created "on the fly" and to transmit that information to the IRS.

After creating, verifying, and saving these forms created “on the fly”:

1. From the CWU **Home** window, go to **On the Fly Forms > 1099s, 1098 and W2G on the Fly** and select the appropriate form.
2. Click the **Process 1099** button. This button is labeled **Process 1098** on the **1098 Mortgage Interest On the Fly** window and **Process W2G** on the **W2G On the Fly** window. See “1099/1096/1098 Processing” on page 146 for instructions on processing 1099s created "on the fly".

NOTES

1099s created "on the fly" do not appear on the **Process 1099 Misc.** dialog box and can be processed only from the **End of Year On the Fly** window.

Once 1099s created “on the fly” are processed, they can be transmitted with the 1096 to the IRS like any other 1099. See “Uploading 1099s, 1096s, and 1098s” on page 190.

3. Process 1099 forms either individually or for all contractors at once.
   - Click **Process All** to process all 1099-MISC forms at once. This overwrites any changes made to existing 1099-MISC forms. If changes were made to one or more 1099-MISC, use **Process Single**.
   - To process a 1099-MISC for one contractor, select the contractor from the contractor list and click **Process Single**. An **X** in the **1099** column next to the contractor’s name and code indicates the contractor’s 1099 has been processed successfully

NOTES

There is an option to suppress 1099s with compensation less than $600.

Once 1099s created "on the fly" are processed, they can be transmitted with the 1096 to the Social Security Administration like any other 1099. See “Uploading 1099s, 1096s, and 1098s” on page 190.

Editing 1099s On the Fly

To edit a 1099 created “on the fly”, complete the following:

1. From the CWU **Home** window, go to **On the Fly Forms > 1099s, 1098 and W2G on the Fly** and select the appropriate form.
2. Click the **Process 1099** button.
3. Select a contractor from the list.
4. Select the **View/Edit 1099s** option button.
5. Click **View/Edit**.
6. Make necessary changes in the appropriate fields.

7. Click **Save**.
8. Click **Exit**.when editing is complete. The **End of Year 1099 On the Fly** window displays and the **X** in the **1099** column next to the contractor's name and code is removed for the edited 1099.

IMPORTANT

On the Fly 1099s that have been edited and saved must be reprocessed. See "Step 2 - Processing 1099s and 1098s On the Fly" on page 177.

Printing 1099s and 1096s

The 1099s are formatted to print "2 Up." This means information for two contractors prints on the same page, one above the other. If printing for a single contractor, there is a blank form where the second contractor's information would normally print.

1. From the CWU **Home** window, go to **On the Fly Forms** > **1099s, 1098 and W2G on the Fly** and select the appropriate form.
2. Click the **Process 1099** button.
3. Select an option from the **View/Print** section:
   - **Print All 1099s** prints the 1099-MISC for every contractor listed with an **X** under the 1099 header to the left.
   - **Print Single 1099** prints the 1099-MISC for a selected contractor.
   - **Print 1096** prints the 1096. It can be printed only on red and white forms.
4. Select the type of 1099 copies to print from the **Types** section.
5. Select to print **Forms and Data** (using plain paper) or **Data Only** on a pre-printed form.

TIP

The 1099 IRS Copy A and 1096 must be printed on the red and white forms (data only). All other copies can be printed on plain paper using a laser printer (choose **Form and Data**) or on preprinted forms (choose **Data Only**). If **Data Only** is selected, the **Adjust Form** button is activated allowing adjustment of printing alignment. Refer to "Forms Alignment" on page 30 for more information.

6. Click **Print**.
7. Click **Exit** when processing and printing are complete.

Order the red and white forms from an office supply company or the IRS. Call (800) TAX FORMS. See "Uploading 1099s, 1096s, and 1098s" on page 190 to upload the 1099/1096 information.

94X Series Tax Returns On the Fly

This feature enables you to create, save, and print 94X series tax returns "on the fly", eliminating employee and contractor setup and entry of payroll information. Once created and saved, use CWU to e-file these forms to the IRS. See page 184 for upload instructions.

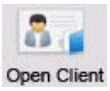
Use Client Write-Up to produce the following 94X series tax returns "on the fly":

Table 7-2: 94X Series Tax Returns On the Fly

Form	Title
940	Form 940 is the employer's annual federal unemployment (FUTA) tax return.
941	Form 941 is the employer's quarterly federal tax return.
941-SS	Form 941-SS is the employer's quarterly federal tax return for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands.
941-X	Form 941-X is used to correct errors on a Form 941 that was previously filed. Use one form 941-X for each quarter you are correcting. This form cannot be e-filed.
943	Form 943 is the employer's annual federal tax return for agricultural employees and should be used if wages were paid to a farm worker and were subject to Social Security and Medicare taxes or federal income tax withholding. Note: This form cannot be e-filed using CWU.
943-X	Form 943-X is used to correct errors on a Form 943 that was previously filed. Use a separate form 941-X for each year you are correcting. This form cannot be e-filed.
944	Form 944 is the employer’s annual tax return designed for smaller employers whose annual liability for Social Security, Medicare, and withheld federal income taxes is $1,000 or less. This form is only for clients notified by the IRS to use Form 944 in place of the 941 quarterly report. You must use this form if you were contacted. If you choose to dispute the use of this form and continue filing the 941 quarterly report, contact the IRS first at (800) 829-0115.
944-SS	Form 944-SS is the employer’s annual tax return for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands and is designed for smaller employers whose annual liability for Social Security, Medicare, and withheld federal income taxes is $1,000 or less. This form is only for clients notified by the IRS to use this form in place of the 941-SS quarterly report. You must use this form if you were contacted. If you choose to dispute the use of this form and continue filing the 941-SS quarterly report, contact the IRS first at (800) 829-0115.
944-X	Form 944-X is used to correct errors on a Form 944 that was previously filed. Use a separate form 944-X for each year you are correcting. This form cannot be e-filed.

94X Series Tax Returns On the Fly Preparation

Before entering 94X series tax return information "on the fly", you must change to the appropriate client. Open or create the appropriate employer by either:

- Going to the Client Write-Up **Home** window, click 

and change to the appropriate client, or
- Creating a new client by going to **File > New Client** and complete the **Contact Information** (see "Contact Information" on page 32), **Business Information** (see "Business Information" on page 33), and **W-2/W-3-1099/ 1098 Setup** (see "W-2/W-3-1099 MISC. Setup" on page 34) tabs.

NOTE

If the client was entered into last year's Client Write-Up program as an "on the fly" client, you can bring that client's information into the current year CWU program. See "Update Prior Year On the Fly" on page 171 for more information.

Preparing to e-file 94X Series Tax Returns

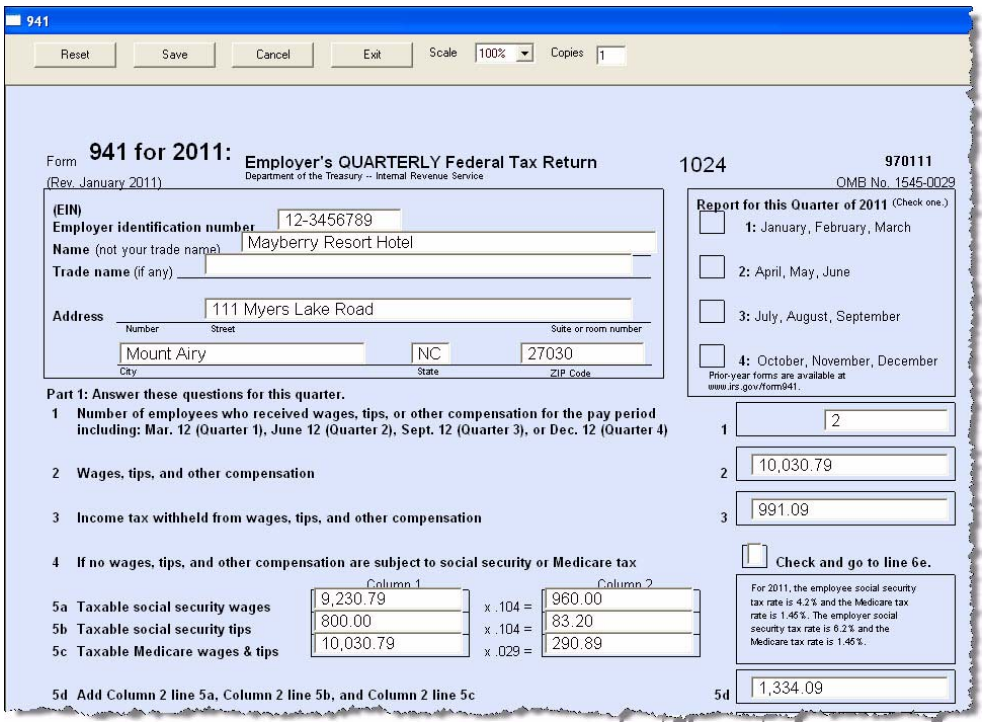
If the 94X series tax return created "on the fly" is going to be e-filed, the client must be set up in CWU for e-filing before creating the 94X series tax return. Either the client must have his or her own 10-digit PIN from the IRS (see "Business Taxpayer PIN Application" on page 39) or, if the 94X is to be e-filed by a Reporting Agent, the client must be added to the Reporting Agent's approved list. See "Reporting Agent PIN Application" on page 44.

Creating 94X Series Tax Returns On the Fly

To enter 94X series tax information "on the fly", complete the following steps:

1. Go to **On the Fly Forms > 94X Forms On the Fly**.
2. Select the preparer of the return from the **Preparer Selection** drop list. Preparers display in the list once they've been entered in **Firm > 94X Preparer Setup** (see "94X Preparer Setup" on page 23).
3. Select the desired 94X tax return and click **Go** or double-click the desired form.

Figure 7-2: Form 941 "On the Fly"


941
Reset
Save
Cancel
Exit
Scale 100%
Copies 1
Form 941 for 2011: Employer's QUARTERLY Federal Tax Return
(Rev. January 2011)
Department of the Treasury -- Internal Revenue Service
1024
970111
OMB No. 1545-0029
(EIN)
Employer identification number 12-3456789
Name (not your trade name) Mayberry Resort Hotel
Trade name (if any)
Address 111 Myers Lake Road
Number Street Suite or room number
Mount Airy NC 27030
City State ZIP Code
Report for this Quarter of 2011 (Check one.)
1: January, February, March
2: April, May, June
3: July, August, September
4: October, November, December
Prior-year forms are available at www.irs.gov/form941.
Part 1: Answer these questions for this quarter.
1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 2
2 Wages, tips, and other compensation 2 10,030.79
3 Income tax withheld from wages, tips, and other compensation 3 991.09
4 If no wages, tips, and other compensation are subject to social security or Medicare tax
Check and go to line 6e.
Column 1 Column 2
5a Taxable social security wages 9,230.79 x .104 = 960.00
5b Taxable social security tips 800.00 x .104 = 83.20
5c Taxable Medicare wages & tips 10,030.79 x .029 = 290.89
For 2011, the employee social security tax rate is 4.2% and the Medicare tax rate is 1.45%. The employer social security tax rate is 6.2% and the Medicare tax rate is 1.45%.
5d Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c 5d 1,334.09

4. The blue and white entry form opens. If a quarterly report was selected, the boxes identifying the report quarter are not selected but are correctly selected when the report is saved. Fill out the form completely and click **Save**.
5. The printer dialogue box displays, giving the opportunity to print multiple copies of the form.

NOTE When Client Write-Up is set up to e-file 94X forms, saving the completed 94X form generates the upload file.

To e-file 94X tax returns created "on the fly", see "Electronically Filing 94X Forms" on page 184.

8 Electronic Filing

Forms 940, 941, 941SS, 944, W-2, W-3, 1099, 1096, and 1098 can be filed electronically using Client Write-Up.

NOTE The procedure for electronically filing forms created on the fly is same as for forms not created on the fly.

An Electronic Filer Identification Number (EFIN) application (Form 8633) must be filed or amended to allow the electronic filing of the 94X forms. (See "Form 8633 Application for EFIN" on page 37.) A five- or 10-digit PIN and password are required to electronically file these forms. To apply for an electronic filing PIN, go to **Setup** > **Client Information** > **EF Setup**. (See "PIN Applications for Electronic Filing" on page 39.)

NOTE All transmissions of 94X series forms to and from the IRS flow through Drake.

Forms 941, 940, 944, & 941SS

To e-file 94X tax returns, there are three basic aspects:

1. Preparation
2. e-filing
3. Viewing the results

Before Electronically Filing 94X Forms

Before you electronically file 94X tax returns, complete the following procedure:

1. Run payroll (live payroll with printed checks or ATF payroll). (See "Live Employee Payroll" on page 86 and "ATF Employee Payroll" on page 95.)
2. Create tax deposits (**Employees** > **Tax Deposit** > **94X**.) (See "Calculating 94X Series Tax Deposits" on page 110.)

NOTE It is not required to enter tax deposit information in **Employees > Tax Deposit > 94X** in order to electronically file the semi-annual or annual 94X tax deposit. If you are entering tax deposit information, make sure the **Use Tax Deposit Information on 94X** field is selected on **Setup > 94X Form Settings**. (See "94X Form Settings" on page 57.) If this field is selected and information is not entered in **Employees > Tax Deposit > 94X**, tax liability amounts on the report generated in step 3 will be blank.

3. Go to **Employees > 94X Forms** and select the desired 94X form. (See "Producing 94X Series Tax Returns" on page 112.) Once the file is generated, click **Save**. This generates the electronic transmission file and places an entry on **E-Filing > 94X E-Filing > Select/Transmit 94X Forms**.

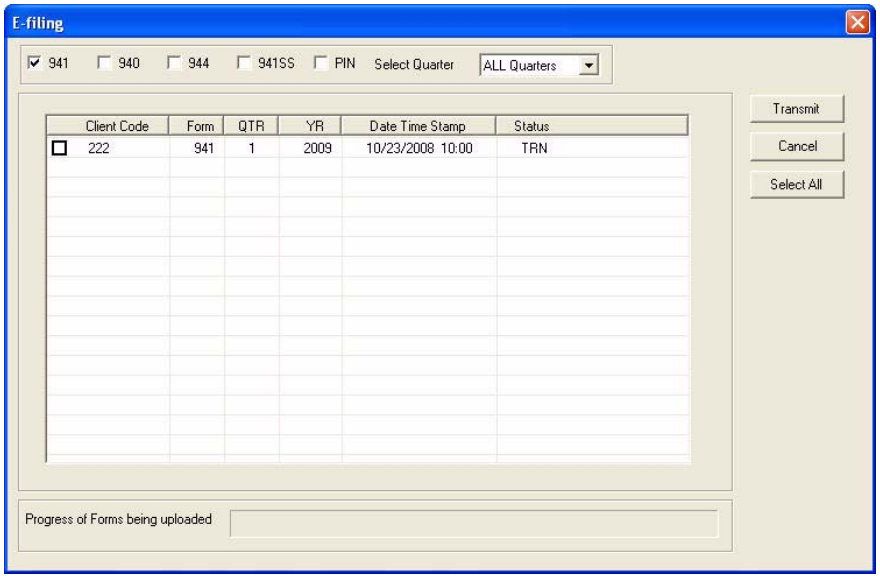
NOTE Please review "EF Setup" on page 37 before attempting to electronically file 94X forms the first time.

Electronically Filing 94X Forms

To electronically file 94X forms, complete the following steps:

1. Go to **E-Filing > 94X E-Filing > Select/Transmit 94X Forms** and select the appropriate form to file. The **E-Filing** dialog box is opened with that form selected.

Figure 8-1: Transmit 94X Forms



2. Select the specific quarter or all quarters from the **Select Quarter** drop list.
3. Check the box beside the file to select one or more files to transmit under **Client Code**. Click **Select All** if you wish to transmit all files.
4. Click **Transmit**. The system checks for an open Internet connection. If an Internet connection is not detected, the system attempts to initiate a connection via a dial-up modem. If a connection can not be made, the user is notified to connect to the Internet prior to transmitting.

   While the returns are transmitting a progress bar appears at the bottom of the **E-Filing** dialog box. If a connection is not established, the software places the files

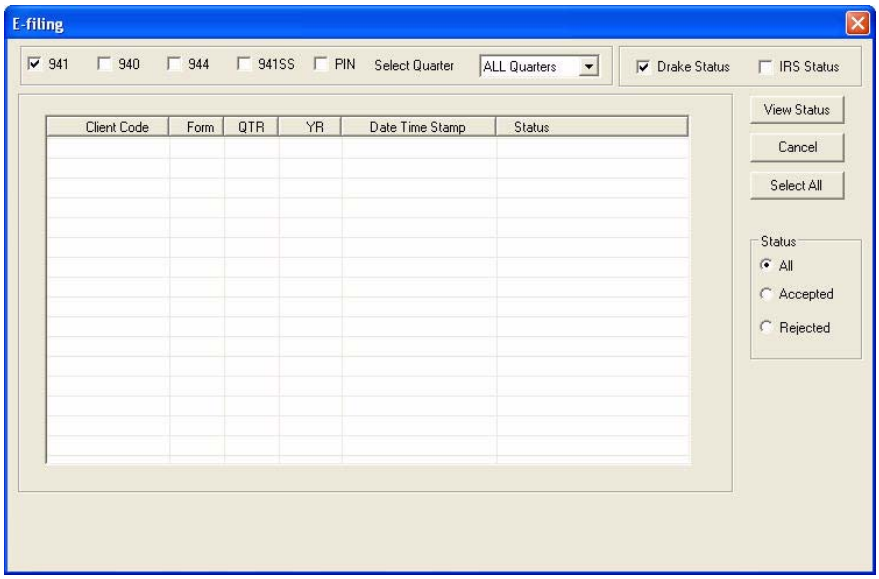
back on this dialog box, indicating the connection must be established and the transmission attempted again.

NOTE Forms 940 and 943 are annual reports, available all year but filed only once at the end of the year or 4th quarter.

View Results of 94X Transmission

To view transmission results, go to **E-Filing > 94X E-Filing > View Results**. Status information for all tax returns (941, 940, 944, and 941SS) and PIN applications with the date and time transmitted displayed.

Figure 8-2: View Results



To narrow the search, select:

- A specific quarter or **All Quarters** to view.
- A status of **All**, **Accepted**, or **Rejected** from the **Status** field. When **Accepted** is selected, only the returns that have been accepted are displayed. When **Rejected** is selected, only the rejected returns are displayed.
- Click **Drake Status** to get the results of transmissions to Drake.
- Click **IRS Status** to get the results of transmissions to the IRS.

Click a column header to sort the transmission list.

To look at a specific acknowledgement, double-click a specific line or click the line and select **View Status**. When you view a **REJ** acknowledgement, the system shows the rejections report with an explanation of the rejection.

Uploading W-2s and W-3s

NOTES

See "Appendix J - Preparing to e-file W-2s" on page 342 for details on registering to use the Social Security Administration's website and downloading and installing the AccuWage error checking software.

See "Print and Upload W-2s and W-3s" on page 307 for an overview of this process.

Uploading W-2s and W-3s to the Social Security Administration is a three-step process:

1. Create the upload file.
2. Review the upload file.
3. Transmit the file.

NOTE

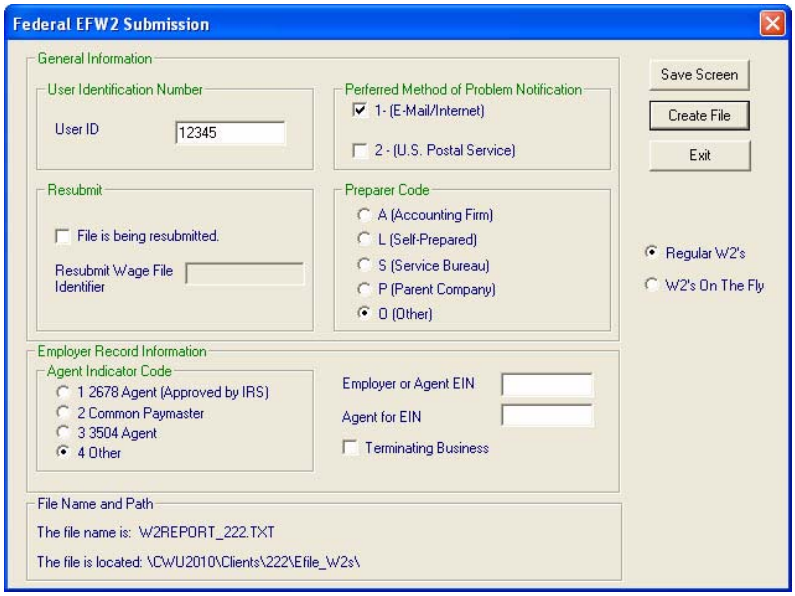
Prior to creating the W-2/W-3 upload file, W-2s must first be processed. Complete W-2 Processing (**Employees > Process W2s**). See "W-2 Processing" on page 116.

Creating the W-2/W-3 Upload File

Use **Create File** to generate the file containing W-2 and W-3 information that is transmitted to the Social Security Administration. To create the transmission file, complete the following steps:

1. Go to **E-Filing > W2 E-Filing (EFW2) > Create File**. Set the electronic filing options here for the PIN, agent indicator code, EIN information and preparer, employment, and tax jurisdiction codes. A file can also be resubmitted here. Individual field help is available by resting your pointer on the data field.

Figure 8-3: Create W-2 E-File



2. On the right side of the screen, select whether to e-file **Regular W-2s** or **W-2s "On the Fly"**. This setting remains once the screen is saved but can be changed as needed.
3. Complete the **General Information** section:
   - **User ID** — Enter the 8-character user ID assigned to the employee who is attesting to the accuracy of the file. This user ID is assigned by the Social Security Administration when the employee registers to use the SSA's Business Services Online. To register, go to http://www.ssa.gov/bso/bsowelcome.htm.
   - **File is being resubmitted** — Select this check box if the W-2 file is being resubmitted.
   - **Resubmit Wage File Identifier** — Enter the wage file identifier displayed on the notice received from the SSA.
   - **Preferred Method of Problem Notification** — Select the appropriate option (**E-Mail/Internet** or **U.S. Postal Service**). The e-mail address will flow from **Firm > Firm Info./Global Settings**.
   - **Preparer Code** — Select the appropriate code for this client transmission file.

Table 8-1: W-2 Preparer Codes

A	Accounting Firm
L	Self-Prepared
S	Service Bureau
P	Parent Company
O	Other

4. Complete the **Employer Record Information** section:
   - **Agent Indicator Code** — Select the appropriate agent indicator code.

     2678 Agent (Approved by IRS) — Select this option if you use an IRS-approved section 2678 agent file returns and make deposits or payments of employment or other withholding taxes. Access the Form 2678 from *www.IRS.gov*.

     Common Paymaster — A corporation that pays an employee for two or more related corporations at the same time is a common paymaster.

     3504 Agent — Select this option if using an employer-designated section 3504 agent. For information on this agent type, go to *www.IRS.gov*.

     Other — Use if none of the others applies. The field is left blank in the EFW2.
   - **Employer/Agent EIN** — Enter the EIN for tax payments that were submitted to the IRS for Forms 941, 943, 944, CT-1, or Schedule H. If **Other** was not selected as the **Agent Indicator Code**, enter your agent EIN.
   - **Agent for EIN** — Enter the employer's EIN for which you are an agent.

- **Terminating Business** — Making this selection indicates that this is the last year that W-2s are filed under this EIN.

5. Review all entries, click **Save Screen**, then **Create File**. The upload file name and location displays. This information is needed to transmit the file to the Social Security Administration.

   If a message displays stating that no W-2s have been processed for the year, go to **Employees > Process W2s**. See "Processing W-2s" on page 117 for more information.

6. Once the transmission file has been created, proceed to **Review File** to identify possible errors in the file. Then go to **Transmit File** to upload the information to the Social Security Administration.

State W-2s

When the W-2 upload file is created, some state W-2s are created automatically in the background. The state W-2 that is created is determined by the state entered on the **Setup > Client Information > Contact Information** window.

CWU creates state W-2s for following states:

Table 8-2: *CWU W-2 Upload States*

Alabama	Maine	Pennsylvania
Arkansas	Minnesota	Rhode Island
Colorado	Mississippi	South Carolina
Georgia	Montana	Virginia
Illinois	North Carolina	Vermont
Indiana	Ohio	Wisconsin
Kansas	Oregon	West Virginia

State W-2 upload files are created in the d:\CWU2011\Clients\client code\st_W2Report folder, where

"**d**" is the drive where CWU is installed

"**client code**" is the code used to identify the client when the client was created

"**st**" is the two-letter state abbreviation.

Example: CWU is installed on drive C:; the client code is "Arnolds", which is located in Wisconsin. The state W-2 upload file is created in the

C:\CWU2011\Clients\Arnolds\WI_W2Report folder.

The state W-2 upload file name begins with **W2REPORT**.

Reviewing the W-2 Upload File

Go to **E-Filing > W2 E-Filing (EFW2) > Review File**. The Social Security Administration's AccuWage program is launched. It is used to identify most of the common format errors in wage submissions. Use this program to reduce submission rejections. Even if no errors are identified by AccuWage, a submission could still be rejected due to other errors.

NOTE

To install the AccuWage 2011 software, go to the Internet and point your browser to http://www.ssa.gov/employer/accuwage/. Under the **Download Options** section near the bottom of the web page, click the **AccuWage Software - 2011 Tax Year** link to begin installation.

Transmitting the W-2 Upload File

NOTE

An Internet connection is required to transmit W-2 and W-3 information to the Social Security Administration.

1. Go to **E-Filing > W2 E-Filing (EFW2) > Transmit File.** The Web address for the Business Services Online Social Security site is displayed.

Figure 8-4: Transmit W-2

Transmit Federal EFW2
W2 files have been tested the files using AccuWage 2010
W2 files have not been tested using AccuWage 2010
Electronic W-2 Transmission Screen:
Open Web Site
http://www.socialsecurity.gov/bso/bsowelcome.htm
Exit

2. If the upload file has been tested using the AccuWage software, select **W2 files have been tested using AccuWage 2011**.

   If the upload file has not been tested with AccuWage and you wish to download and install the AccuWage program, select **W2 files have not been tested using AccuWage 2011**. The web address displayed changes to the AccuWage download page.
3. Select **Open Web Site** and your Internet browser opens to the Social Security Administration's web site.

All W-2s for the client need to be processed before this file is transmitted. A totals sheet is assigned with the batch that is transmitted. This is used in place of the W-3.

Uploading 1099s, 1096s, and 1098s

NOTES

See "Appendix K - Preparing to e-file 1099s" on page 343 for details on getting a Transmitter Control Code and registering to use the IRS's FIRE website.

See "Print and Upload 1099s and 1096s" on page 307 for an overview of this process.

Uploading 1099s, 1096s, and 1098s to the IRS is a two-step process:

1. Creating the upload file.
2. Transmitting the file.

NOTE

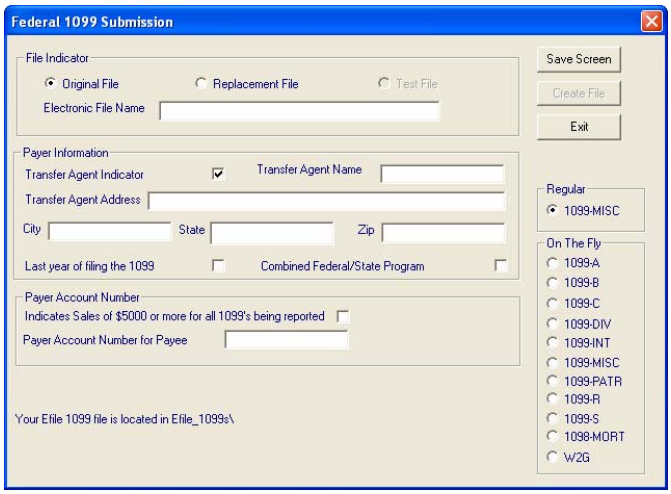
Prior to creating the 1099/1096/1098 upload file, 1099s must first be processed. Complete 1099 Processing (**Contractors > Process 1099 Misc.**). See "1099/1096/1098 Processing" on page 146.

Creating the 1099/1096/1098 Upload File

Use the **Create File** function to generate the file containing the 1099, 1096, 1098 information that is uploaded to the IRS. To create the upload file, complete the following steps:

1. Go to **E-Filing > 1099/1098 E-Filing > Create File** to enter information necessary to create the upload file.

Figure 8-5: Create 1099 Upload File



IMPORTANT

All 1099s must be processed prior to creating the 1099 electronic files.

2. On the right side of the window, select to create an upload file for a regular 1099-MISC or for 1099s and 1098s created **On the Fly** (1099-A, 1099-B, 1099-C,

1099-DIV, 1099-INT, 1099-MISC, 1099-PATR, 1099-R, 1099-S, 1098-MORT, or W2-G).

3. Select the appropriate **File Indicator** of file to create.

   Original File — Select this option if the information entered is the original data.

   Replacement File — Select this option if the file is to replace a file that the IRS has informed you in writing cannot be processed or the IRS's FIRE system indicated a file status of "Bad."

   Electronic File Name — Use for an electronic file with a file status of "Rejected." Enter the "Original" or "Correction" electronic file name assigned by the IRS electronic FIRE (Filing Information Returns Electronically) system.

   Test File — If you plan to use the option to file the Combined Federal & State 1099 MISC, first select the test file option. This transmits the test file required by the IRS after you receive the TCC.

NOTE Use the **Test File** option between November and February only.

   Once the test file is received and approved, the IRS mails an acceptance letter. Once the IRS receives the form, you can transmit the 1099-MISC. After a test file is approved by the IRS, return to **E-Filing > 1099/1098 E-Filing > Create File** before transmitting an actual 1099. Click **Original File** in the **File Indicator** section.

4. In the **Payer Information** section, enter the **Transfer Agent Indicator** information, if appropriate. When the **Transfer Agent Indicator** option is selected, the **Transfer Agent Name** and **Address** fields are activated and require entry.
   - **Transfer Agent Name/Address** — Enter the name and address of the transfer (or paying) agent.
   - **Last year of filing the 1099** — Select the box if this is the last year this payer will file returns electronically, magnetically, or on paper.
   - **Combined Federal/State Program** — Select this box when you receive approval.

NOTE If your state participates in the federal/state 1099 program but accepts modified instead of standard 1099s, Client Write-Up electronically files the federal 1099 only and not the state 1099. Do not transmit a test file and do not check the **Combined Federal/State Program** box. If your state does not participate in the federal/state 1099 program, you do not need to transmit a test file. Do not check the **Combined Federal/State Program** box.

5. Complete the **Payer Account Number** section:
   - **Indicates Sales of $5000 or more for all 1099s being reported** — Select this box to indicate sales of $5,000 or more of consumer products to a person on a buy-sell, deposit-commission, or any other commission basis for resale anywhere other than a permanent retail establishment.

- **Payer Account Number for Payee** — Enter any number assigned by the payer to the payee that can be used by the IRS to distinguish between information returns.

6. Click **Save Screen** then **Create File**. The upload file name and location displays. This information is needed to transmit the file to the IRS's FIRE (Filing Information Returns Electronically) website.

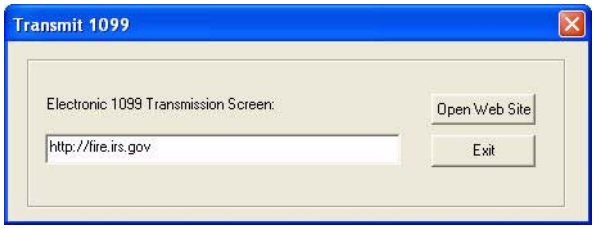
   If a message displays stating that no 1099s have been processed for the year, go to **Contractors > Process 1099 Misc**. See "1099/1096/1098 Processing" on page 146 for more information.
7. Click **Exit**.

Once the upload file has been created, proceed to **Transmit File/View Results** to access the IRS's FIRE (Filing Information Returns Electronically) website and upload the information.

Transmit 1099/View Results

Go to **E-Filing > 1099/1098 E-Filing > Transmit File/View Results**. The IRS's Internet Web link for electronically filing the 1099-MISC is displayed (*https://fire.irs.gov*).

Figure 8-6: Transmit 1099



Click **Open Web Site** and your Internet browser opens to the 1099-MISC electronic filing site. An Internet connection is required for this function.

TIP Refer to "Appendix C - IRS "FIRE" Website" on page 311 for tips on connecting to the IRS's FIRE website.

Filing a 1099 Extension

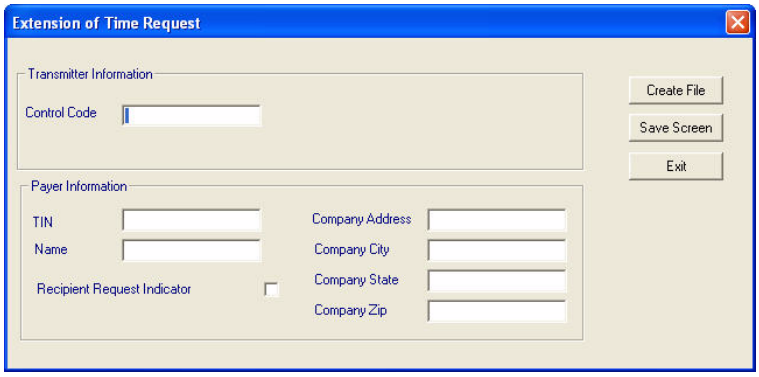
The 1099 extension file must be created before it can be filed (either paper or e-file).

Create 1099 Extension File

To create an extension file for the 1099, complete the following steps:

1. Go to **E-Filing > 1099/1098 E-Filing > Create Extension File**.

Figure 8-7: Create 1099 Extension



2. Enter the **Control Code**. This is a five-character alphanumeric Transmitter Control Code (TCC) assigned by the IRS/ECC-MTB. A Transmitter Control Code must be obtained to file data with this program. Submit Form 4419 to the IRS to obtain a TCC.
3. Complete the **Payer Information** section:
   - **TIN** — Enter a nine-digit Taxpayer Identification Number assigned to the taxpayer. A number that is all zeros, ones, twos, etc., results in an invalid TIN.
   - **Name** — Enter the name of the payer whose TIN has been entered.
   - **Recipient Request Indicator** — Select this box if the extension request is to furnish statements to the recipients of the information return.
   - **Company Address** — Enter the address of the payer. The street address should include number, street, apartment or suite number, or PO box if mail is not delivered to a street address.
   - **Company City** — Enter the city, town, or post office of the payer.
   - **Company State** — Enter the two-character state code.
   - **Company Zip** — Enter the nine-digit ZIP code assigned by the U.S. Postal Service. If only the first five digits are known, then use the five-digit ZIP code.
4. Click **Save Screen**, **Create File**, and **Exit**.

Refer to "Transmit Extension File/View Results" for instructions on transmitting the extension request information to the IRS.

Transmit Extension File/View Results

Go to **E-Filing > 1099/1098 E-filing > Transmit Extension File/View Results** to open the **Electronic 1099 Misc Transmission** dialog box. Click **Open Web Site**. Refer to "Appendix C - IRS "FIRE" Website" on page 311 for tips on connecting to the IRS's FIRE website.

9 Accounts Payable

Use Client Write-Up to enter vendor invoices, print (and reprint) live vendor checks, and enter after-the-fact (ATF) vendor invoice information for bookkeeping purposes. Once vendor checks and vendors have been set up, entering and printing vendor checks is a three-step process:

1. Entering invoice information (page 196)
2. Scheduling the invoice for payment (page 205)
3. Printing the check (page 209)

NOTE Skip steps 1 and 2 above and go straight to printing checks by using the Check Writer. See "Check Writer" on page 216 for more information.

Vendor Check Setup

Print vendor checks in Client Write-Up using either pre-printed check stock or MICR checks.

The following steps are required to set up MICR check printing:

NOTE These steps are the same used for setting up MICR payroll checks. If these steps were performed previously, it is not necessary to repeat them to print vendor checks.

1. Select or create a MICR check design. MICR check designs are global and a single design can be used by multiple clients. See "MICR Check Set Up" on page 24.
2. Enter MICR bank account information specific to the client. See "MICR Bank Accounts" on page 47.
3. Designate the printer used for MICR check printing. Go to **Firm** > **Firm Info./ Global Settings** and select the appropriate printer from the **MICR Printer** field.
4. To select MICR check stub options for vendor checks, go to **Setup** > **Check and Stub Options** > **MICR Payables**. Refer to "MICR Accounts Payable Check Setup" on page 53 for details.

The following steps are required to set up vendor check printing using pre-printed check stock:

1. Go to **Setup** > **Check and Stub Options** > **PrePrinted Payables** (see "Pre-printed Accounts Payable Check Setup" on page 52).
2. Select the pre-printed check stock to be used on the right side of the screen.
3. Select the appropriate check and stub options on the left side of the screen.
4. Click **Save**.

Vendor Bookkeeping Setup

To post vendor transactions to the journal and have them included in the **Post Transactions** process, complete the following steps:

1. Setup a Chart of Accounts. See "Chart of Accounts (COA) Setup" on page 45.
2. Go to **Setup > Client Information**, select the **Payables Setup** tab, and select **Generate Bookkeeping Transactions as**.
3. Select to post accounts payable transactions to either the General Journal (GJ) or the Cash Disbursements (CD) journal.

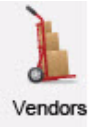
Once these steps are completed, vendor transactions automatically post to the transaction journal.

Vendor Setup

Before vendor invoices can be entered into Client Write-Up, the vendor must be set up.

Adding a Vendor

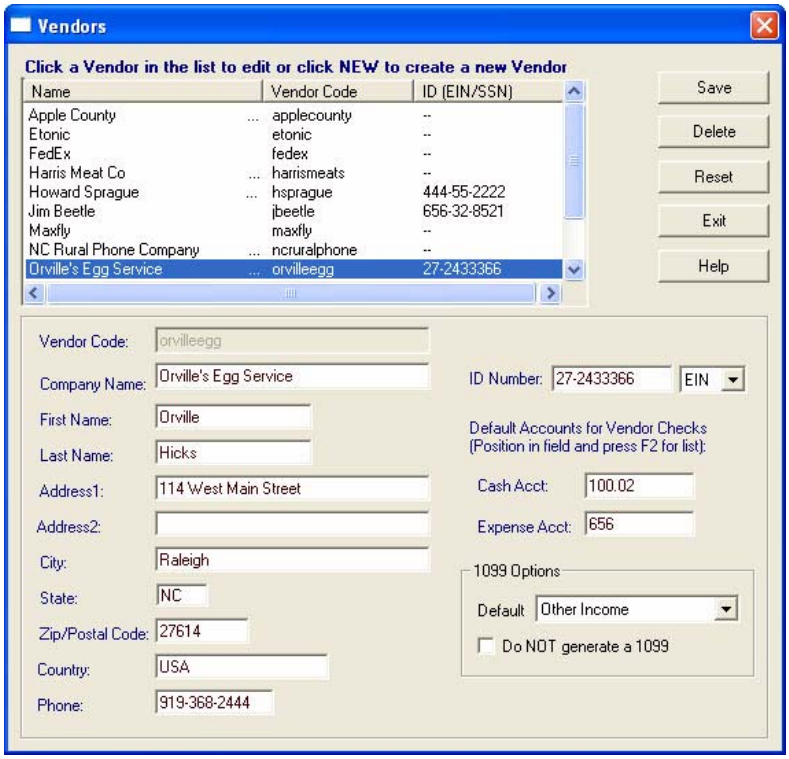
Vendor information must be entered before printing vendor checks. To add a vendor, complete the following steps:



1. Go to **Payables > Vendor Setup**.
2. Click **New**. Enter a code in the **Vendor Code** field. Vendor codes are alphanumeric and can be up to 20 characters long. Once a valid vendor code is entered, the information fields become active and the code cannot be deleted.

   Use vendor codes that are meaningful. For instance, instead of using the vendor's ID number, you could use "ABC Office Supply". By using a meaningful code, transaction information for this vendor is easily identifiable. All characters can be used in the **Vendor Code**, including spaces.

Figure 9-1: Vendor Setup



3. Complete the following fields:
   - **Company Name** — Vendor's company name.
   - **First Name** and **Last Name** — Name associated with the vendor.

NOTE

If no **Company Name** is entered, CWU uses the **First Name** and **Last Name** fields to create a **Company Name**. For instance, if the **First Name** is “Fred” and the **Last Name** is “Harrison,” CWU uses “FredHarrison” as the **Company Name**.

   - **Address**, **Country**, **Phone** (Optional fields) — Enter the appropriate vendor information. Include formatting when entering the **Phone** field.
   - **Zip/Postal Code** — Enter the vendor’s zip code. This field is formatted after information is typed. The **City** and **State** fields autofill with information from the zip code database. Include formatting when entering the **ZIP** field.
   - **ID Number** (Optional) — This is the number associated with the company or the owner. Enter the EIN, SSN, ITIN, or Other. The number is formatted based on the selection made. The **OTH** selection is any information approved by the IRS instead of using an EIN, SSN, or ITIN.
   - **Cash Account** (Required if using the bookkeeping feature) — Press F2 to select the default cash account to be associated with the selected vendor. This account can be changed for each of the vendor’s transactions.

- **Expense Account** (Required if using the bookkeeping feature) — Press F2 to select the default expense account to be associated with the selected vendor. This account can be changed for each of the vendor's transactions.

NOTE

There must be a cash account and an expense account from the Chart of Accounts specified. Without both accounts listed, the journal will be out of balance when the **Post Transactions** process is performed.

- **1099** (Optional) — Using the drop list, select the line from the 1099-MISC to use as the default payment type for the vendor. A different line can be selected on each payment made to the vendor.
- **Do NOT generate a 1099** — Select this option and a 1099-MISC will not be generated for this vendor.

4. Click **Save** once the information has been verified. An unlimited number of vendors can be set up.

Editing a Vendor

To edit an existing vendor, go to **Payables > Vendor Setup** and double-click a vendor code, or enter the vendor code in the **Vendor Code** field and press ENTER. The data fields for that vendor are activated. Edit the desired fields and click **Save**.

Delete — Click to remove a vendor from CWU. Vendors with saved invoices cannot be deleted.

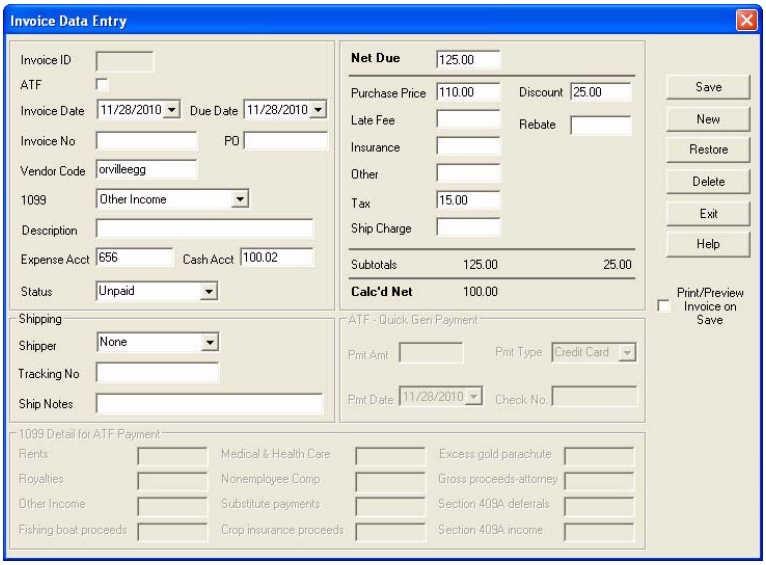
Reset — Click to revert to the vendor information last saved.

Entering Invoices

To enter invoice information, complete the following steps:

1. Go to **Payables > Enter New Invoices**. The **Invoice Data Entry** dialog box is displayed.

Figure 9-2: Invoice Data Entry



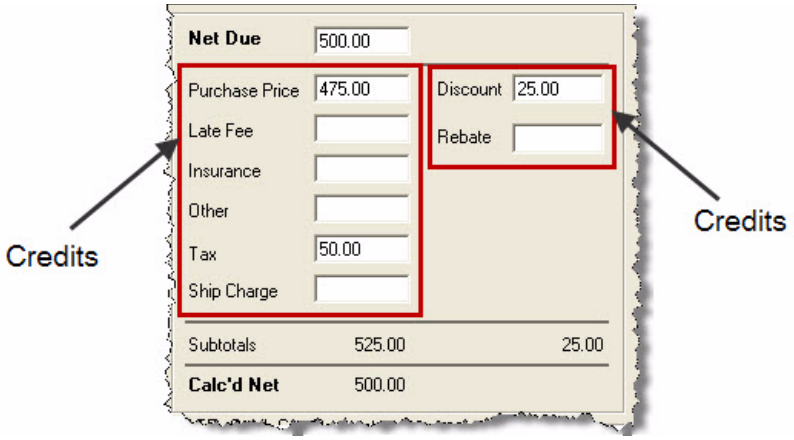
NOTE The Invoice **Data Entry** dialog box can also be accessed by clicking **New Invoice** on the **Payables > View & Pay Invoices** window.

2. Click **New** to enter a new invoice. The next **Invoice ID** is assigned to this transaction. This number identifies the invoice, and cannot be edited. CWU uses this ID for its own internal purposes. This number also appears in the journal along with the invoice detail.
3. Invoices can be entered for payment by "live" check or as an after-the-fact (ATF) transaction. ATF invoices have been paid and are entered in CWU for reporting purposes only.

   To create a live invoice, leave the **ATF** field unselected. To create an ATF invoice, select the **ATF** field. When this field is selected, the **1099 Detail for ATF Payment** and **ATF - Quick Gen Payment** sections of the dialog box are activated.
4. Complete the active fields:
   - **Invoice Date** (Optional) — Use the drop list to enter the date of the invoice.
   - **Due Date** (Optional) — Use the drop list to enter the date the invoice is due.
   - **Invoice No** (Optional) — Enter the number on the vendor's invoice or any other identifier.
   - **PO** (Optional) — If this invoice is to be paid using a purchase order, enter the PO number.
   - **Vendor Code** (Required) — Enter the vendor code or press F2 to display the vendor list. Double-click the desired vendor. The **Expense Account** and **Cash Account** fields fill based on the information entered in **Payables > Vendor Setup**. To edit an existing vendor's information or add a new vendor on the fly, click the **View** button on the **Vendor List** window. See "Vendor Setup" on page 196 for information on editing and adding vendors.

- **1099** — This field fills based on the information entered in **Payables > Vendor Setup** (see **1099**). Use the drop list to select a different line from the 1099-MISC for this transaction. If no amounts are entered in any of the fields in the **1099 Detail for ATF Payment** section or the **1099 Detail for Payment** section (when scheduling live payments), the invoice will not be included on the vendor's 1099-MISC at the end of the year.
- **Description** (Optional) — Enter a description for the transaction.
- **Expense Account** and **Cash Account** — These fields automatically fill when a vendor code is selected. To select a different account to be used for this transaction, press F2 to display a list of zero level accounts from the Chart of Accounts.
- **Status** — Use the drop list to select if this transaction is: **Unpaid**, has been **Partially Paid,** is **Paid in Full**, if you are **Waiting on a Bill**, if the bill is being **Disputed**, or the bill has not been received (**Not Received**). **Unpaid** is the default.
- **Shipping Information** (Optional) — Select the shipper from the drop list, then enter the tracking number and any shipping notes you desire.
- **Net Due** (Required) — Enter the full amount of the invoice due. Itemize the **Net Due** amount by entering information into the fields below the **Net Due** field.

Figure 9-3: Invoice Data Entry - Net Due



Fields on the left beneath **Net Due** (**Purchase Price**, **Late Fee**, **Insurance**, **Other**, **Tax**, and **Ship Charge**) are charges. Fields on the right beneath **Net Due** (**Discount** and **Rebate**) are credits. Enter the actual amount charged or credited - not percentages.

IMPORTANT

The **Vendor Code** and **Net Due** fields are required when entering an invoice. All other fields are optional and primarily for your information.

- **Calc'd Net** — Calculated Net equals charges minus credits. Use this field to verify the amount entered in **Net Due** is correct on the bill and entered correctly in Client Write-Up.

- **Print/Preview Invoice on Save** — Select this option to have CWU produce an invoice when **Save** is selected. Once the invoice displays, you can print, email, or save the invoice.

ATF - Quick Gen Payment

This section is activated when the **ATF** box is selected designating the invoice as an ATF transaction. ATF payments can be recorded either in the **ATF - Quick Gen Payment** section or by going to **Payables > View & Pay Invoices** and clicking **Record ATF Pmts**. (See "Recording ATF Payments" on page 208.)

Complete the following fields to record an ATF payment here:

- **Pmt Amt** — Enter the amount of the ATF payment. If there is an outstanding balance after the ATF payment is recorded, the invoice shows as partially paid and additional ATF payments can be made by going to **Payables > View & Pay Invoices** and clicking **Record ATF Pmts**.
- **Pmt Date** — Enter the date the ATF payment was made using the drop list.
- **Pmt Type** — Select the method used to make the ATF payment. **Credit Card** is the default method of payment for ATF payments. The **Check No** field is activated if the payment type is **Check**.

ATF - 1099 Detail for ATF Payment

This section is activated when the **ATF** box is selected designating the invoice as an ATF transaction. CWU puts the amount entered in the **Pmt Amt** field in the **ATF - Quick Gen Payment** section into the field displayed in the **1099** field. Enter or edit the amount(s) from the invoice as they should be included on the vendor's 1099-MISC at the end of the year. If no amounts are entered in this section, the invoice will not be included on the vendor's 1099-MISC.

5. Click **Save** once all invoice information has been entered. Once it is saved, to enter another invoice, just start entering the next invoice information.

New — Click to clear the screen and enter a new invoice.

Restore — Click to clear the information entered without saving.

Delete — Click to delete a saved invoice.

NOTE Invoices that have been paid (or partially paid) cannot be deleted.

6. Click **Exit** once all invoices have been saved.

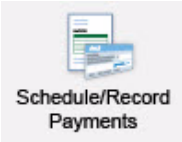
   For example, you write a check putting $1,000 down on a $25,000 computer system and arrange to make monthly payments of $1,000 over the next two years. Enter this purchase into Client Write-Up using two invoices, both using the same invoice number. By using the same invoice number, the transactions are tied together. Enter one transaction as an ATF invoice for the $1,000 check you wrote for the down payment. Enter the second as a live invoice for the $24,000 balance.

Next, schedule the $1,000 monthly payments using **Schedule Live Pmts**. (See "Scheduling Live Payments" on page 205.)

Searching for Invoices

Most of the accounts payable screens in Client Write-Up show all saved transactions by default. Learning to use CWU's searching capabilities is essential to see just the invoices you need rather than scrolling through potentially thousands of transactions.

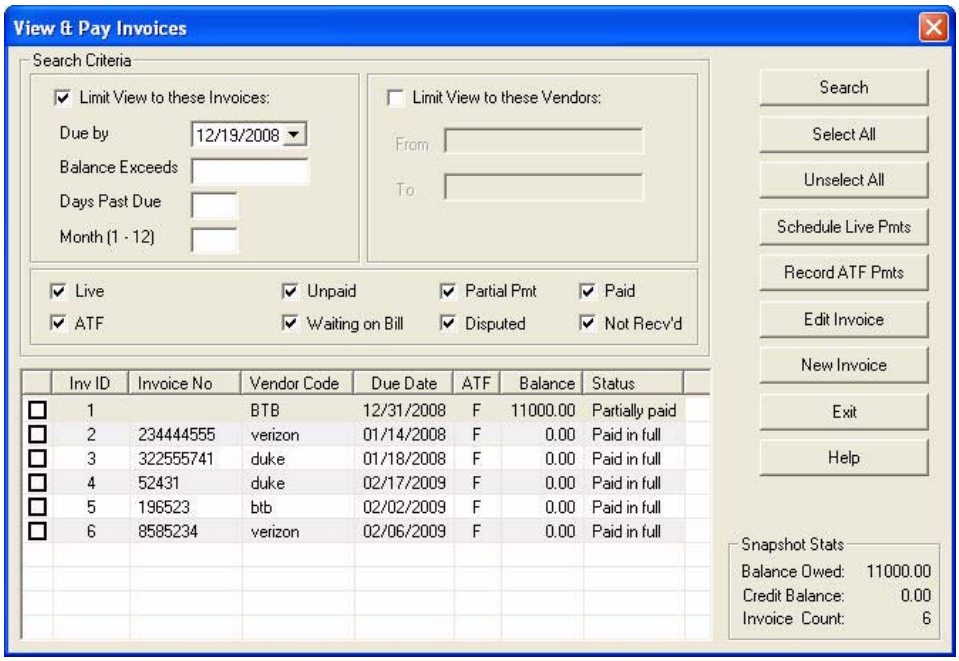
The steps for performing a search are consistent throughout accounts payable with minor variations on certain screens.



To search for saved invoices, go to **Payables > View & Pay Invoices**.

The bottom half of the **View & Pay Invoices** screen displays the invoices selected based on the search criteria provided in the top of the screen. All invoices are displayed by default.

Figure 9-4: View & Pay Invoices

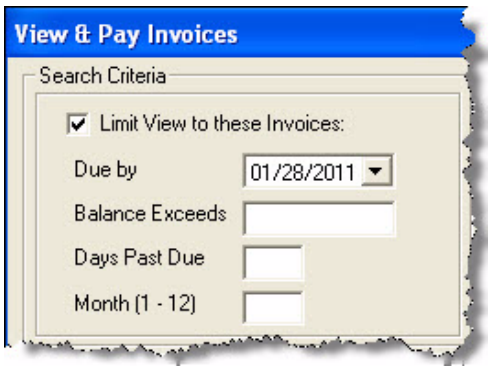


Once the desired combination of search criteria is selected, click **Search** to display those invoices.

NOTE When using multiple search criteria, all parts of the criteria must be true in order for a record match to take place.

- **Limit View to these Invoices** — Select this box to activate the fields and search for specific invoices.

Figure 9-5: Limit View to these Invoices



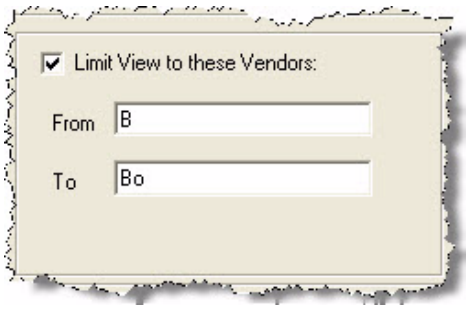
- **Due by** — Use this list to search for invoices due by a certain date.
- **Balance Exceeds** — Display invoices with an outstanding balance greater than the amount you enter. To include invoices with an outstanding balance of $75, enter `74.99`.
- **Days Past Due** — Enter the number of days past due. Enter a negative number to display invoices with a future due date. For example, **-30** displays invoices due in the next 30 days.
- **Month (1-12)** — Enter the month of the current year of invoices to display. Enter `1` for January, `2` for February, `3` for March, etc. If the month entered is greater than the current month, invoices from the month of the previous year are displayed. This is a convenient way to see activity for the past 12 months.

  For example, if it is September and you enter a `3` in the **Month** field, invoices from March of the same year are displayed. If in September you enter a `12` in the **Month** field, invoices from December of the previous year are displayed.

NOTE An entry in **Days Past Due** or **Month** disables the **Due by** search criteria.

- **Limit View to these Vendors** — Select this box to use the vendor code to search for invoices. This uses a range (**From** and **To**) to search for invoices.

Figure 9-6: Limit View to these Vendors



Press F2 in these fields to make a selection from the popup vendor list or enter the beginning of the vendor search criteria in the **From** field and the end of the vendor search criteria in the **To** field.

Example:	**Vendor Code**
	Benny S
	Bill P
	Bo
	Bo M
	Bob J
	Carl N

Enter **B** in the **From** field and **C** in the **To** field and all vendors with codes beginning with a **B** are displayed.

Enter **B** in the **From** field and **Bo** in the **To** field and **Benny S**, **Bill P**, and **Bo** are displayed.

- **Live or ATF** — Show only live invoices or only ATF invoices. Having both selected shows all live and ATF invoices. Both are selected by default.
- **Unpaid**, **Partial Pmt**, **Paid**, **Waiting on Bill**, **Disputed**, **Not Recv'd** — Since all invoices display by default, all check boxes are selected by default. Deselect the check boxes for invoices you do not wish to display.
- **Balance Owed**, **Credit Balance**, **Invoice Count** — The amounts displayed are based on the result of the completed search.

  Click the column headers in the display at the bottom of the **View & Pay Invoices** dialog box to sort the search results.

Use **Limit View to these Invoices** and **Limit View to these Vendors** together for maximum filtering capabilities.

NOTES

The search criteria are cumulative and imply "and," not "or." For example, selecting a **Due by date** of 2/28/2011, a **Balance Exceeds** amount of $500, clicking **Live** and **Unpaid** shows all live invoices with an unpaid balance of $500.01 or more that are due between now and 2/28/2011.

Editing Invoices

To edit saved invoices:

1. Go to **Payables** > **View & Pay Invoices**.
2. Locate the invoice to edit by searching for the invoice using the search method described in "Searching for Invoices" on page 202.

3. Double-click the invoice to edit or select the invoice and click **Edit Invoice**. Edit all fields except the **ATF - Quick Gen Payment** section for ATF invoices.

   To edit payment information for ATF invoices, go to **Payables > ATF Payments > View ATF Payments**. Use the search criteria to locate the invoice to edit. Once the invoice has been found, double-click the invoice, edit the **Payment Detail** information, and click **Save**.

Scheduling Live Payments

Vendor checks must be scheduled for payment before they can be printed. Pay invoices by making partial payments or with a single payment.

Figure 9-7: Invoice Status

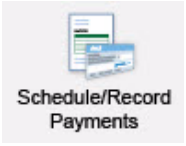
Inv ID	Invoice No	Vendor Code	Due Date	ATF	Balance	Status
19	247	orvilleegg	09/02/2010	F	0.00	Paid in full
20		hsprague	07/31/2011	F	11000.00	Partially paid
21	12555	ncruralphone	06/09/2010	T	0.00	Paid in full
22	5236	ncruralphone	08/18/2010	F	0.00	Paid in full
23		walkerdrugs	08/18/2010	F	0.00	Paid in full
24		fedex	11/24/2010	F	1150.00	Unpaid
25		orvilleegg	11/28/2010	T	500.00	Unpaid
26		orvilleegg	11/28/2010	F	150.00	Unpaid
27	1425	jbeetle	11/28/2010	F	0.00	Paid in full

The bottom of the **View & Pay Invoices** window shows:

1. the invoice due date
2. if the invoice is entered as ATF ("T" = ATF, "F" = Live, or not ATF)
3. the unpaid balance
4. the invoice status (**Unpaid**, **Partially Paid**, **Paid in Full**, **Waiting on Bill**, **Disputed**, and **Not Received**). This status can be set or adjusted when adding or editing an invoice.. A status of **Unpaid** indicates that no payments have been made on the invoice. **Partially Paid** means that a payment has been made but there is an outstanding balance, and **Paid in Full** indicates the invoice has a zero balance and no payment is required.

Making Payments in Full

To schedule a live invoice to be paid in full, complete the following steps:



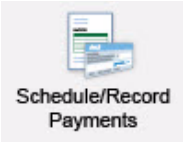
1. Go to **Payables > View & Pay Invoices**.
2. Before scheduling a payment, you must first locate the invoice you wish to pay by performing a search as described in "Searching for Invoices" on page 202. To narrow your search, include the **Live** box as part of your search criteria. Live invoices show an **F** in the **ATF** column.

3. Click the box beside the live invoices you wish to pay. Click **Select All** to pay all invoices.
4. Click **Schedule Live Pmts**. The **Schedule Payments** dialog box is opened.
5. Double-click an invoice to pay. The **Amount** field default is the full amount of the outstanding balance (displayed in the **Diff** column) and the **Sched Date** default is to schedule the payment today.

   To schedule the invoice for future payment, edit the date using the **Sched Date** drop list.
6. Enter a note in the **Memo** field (optional). The **Memo** field prints on the bottom left of vendor checks (provided information is entered in the **Memo** field when the live check is scheduled for payment). This field is not available in the **MICR Check Designer** but can be viewed by printing the **MICR Test**.
7. The **Cash** and **Expense** fields default to the accounts associated with the vendor in **Payables > Vendor Setup**. To charge this invoice to another account, press F2 to display the zero level accounts from the Chart of Accounts and select the appropriate account. This change only effects this invoice.
8. Enter the amount(s) from the invoice into the **1099 Detail for Payment** section as they should be included on the vendor's 1099-MISC at the end of the year. If no amounts are entered in this section, the invoice will not be included on the vendor's 1099-MISC.
9. Click **Save**.

Making Partial Payments

To schedule a partial payment of live invoices, complete the following steps:

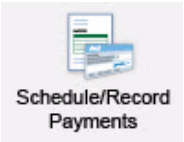


1. Go to **Payables > View & Pay Invoices**.
2. Before scheduling a payment, you must first locate the invoices you wish to pay. Perform a search as described in "Searching for Invoices" on page 202. To narrow your search, include clicking **Live** as part of your search criteria. Live invoices show an **F** in the **ATF** column.
3. Click the box beside the live invoices you wish to pay. Click **Select All** to pay all invoices.
4. Click **Schedule Live Pmts**. The **Schedule Payments** dialog box is opened.
5. Double-click an invoice to pay. The **Amount** field default is the full amount of the outstanding balance (displayed in the **Diff** column) and the **Sched Date** default is to schedule the payment today.
6. To make a partial payment, edit the **Amount** field. To schedule the invoice for future payment, edit the date using the **Sched Date** drop list.
7. Enter a note into the **Memo** field (optional). This prints on the bottom left corner of the check.
8. The **Cash** and **Expense** defaults are the accounts assigned to the vendor in **Payables > Vendor Setup**. To charge this invoice to another account, press F2 to display the zero level accounts from the Chart of Accounts and select the appropriate account. This change effects only this invoice.

9. Enter the amount(s) from the invoice into the **1099 Detail for Payment** section as they should be included on the vendor's 1099-MISC at the end of the year. If no amounts are entered in any of the fields in this section, the invoice will not be included on the vendor's 1099-MISC.
10. Click **Save**.

Making Subsequent Payments

If a partial payment has been made on an invoice and you wish to make another payment, complete the following steps:

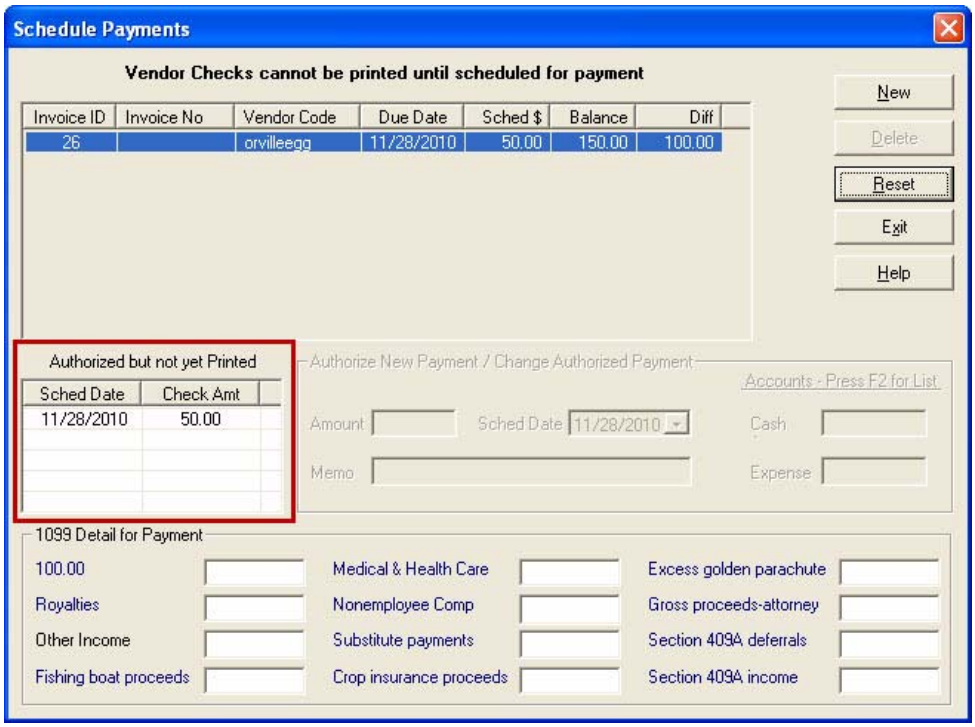


1. Go to **Payables > View & Pay Invoices**.
2. Before scheduling a payment, you must first locate the invoices you wish to pay. Perform a search as described in "Searching for Invoices" on page 202. To narrow your search, include **Live** as part of your search criteria. Live invoices show an **F** in the **ATF** column.
3. Click the box beside the live invoices you wish to pay.
4. Click **Schedule Live Pmts**. The **Schedule Payments** dialog box in opened.
5. Double-click an invoice you wish to pay. If a prior payment has been scheduled for this invoice, the **Authorized but not yet Printed** section displays the scheduled date and amount of the payment.

NOTE

In the example below, the **Balance** is $150 with a $50 payment scheduled (payment detail highlighted) and the difference, or outstanding balance, is $100.

Figure 9-8: Invoice with Scheduled Payments

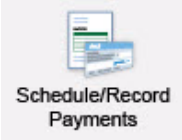


6. To schedule another payment on this invoice, click **New** and enter the payment amount in the **Amount** field. To schedule the invoice for future payment, edit the date using the **Sched Date** drop list.
7. Enter a note into the **Memo** field (optional). The memo is printed on the bottom left of the check.
8. Enter or edit the amount(s) from the invoice into the **1099 Detail for Payment** section as they should be included on the vendor's 1099-MISC at the end of the year. If no amounts are entered in any of the fields in this section, the invoice will not be included on the vendor's 1099-MISC.
9. Click **Save**.

Continue scheduling payments on this invoice by clicking **New** and entering the payment amount, payment date, and a memo (optional).

Deleting a Scheduled Payment

To delete a scheduled payment prior to printing the check, complete the following steps:



1. Go to **Payables > View & Pay Invoices**.
2. Locate the invoice to delete by performing a search.
3. Click the box beside the invoices with the payment you wish to delete.
4. Click **Schedule Live Pmts**. The **Schedule Payments** dialog box in opened.
5. Double-click the invoice. Scheduled payments are shown in the **Authorized but not yet Printed** section.
6. Click the payment you wish to delete.
7. Click **Delete**. Click **OK** to confirm.

Recording ATF Payments

Payments on an ATF invoice can be recorded when the invoice is entered (see "ATF - Quick Gen Payment" on page 201) and from **Payables > View & Pay Invoices**.

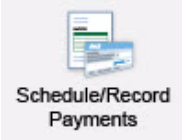
Recording ATF Payments in Full

To record an ATF invoice paid in full, complete the following steps:

1. Go to either **Payables > View & Pay Invoices** or .
2. Find the invoice for which to record an ATF payment. To narrow your search, click the **ATF** box before clicking **Search**. ATF invoices show a **T** in the **ATF** column.
3. Click the boxes to select the invoices to record payments. To record payments for all ATF invoices, click **Select All**. Records with a zero balance cannot be selected.
4. Click **Record ATF Pmts**. The **Record ATF Payments** dialog box is opened.
5. Select the invoices that the full payment should be recorded.
6. Click **Record Pmts**. The invoice is marked as paid with a zero balance and the **View & Pay Invoices** window is opened.

Recording Partial ATF Payments

To record a partial payment on an ATF invoice, complete the following steps:

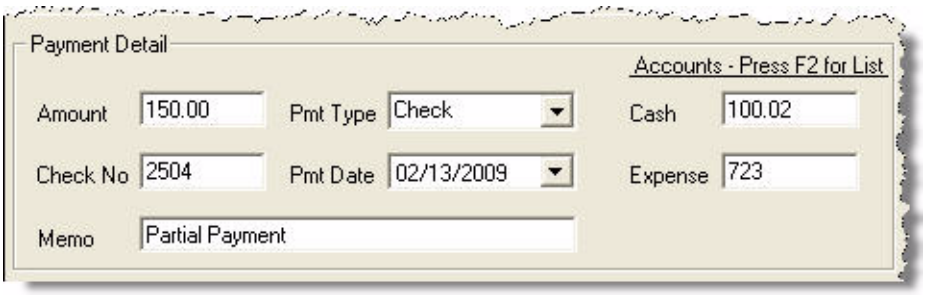


1. Go to **Payables > View & Pay Invoices**.
2. Find the invoices for which to record the ATF payment. To narrow your search, click the **ATF** box before clicking **Search**. ATF invoices show a **T** in the **ATF** column.
3. Click the check box to select the invoices to record payments. Records with a zero balance cannot be selected.
4. Click **Record ATF Pmts**. The **Record ATF Payments** dialog box is opened.
5. Double-click the invoice to record the partial payment. The **Payment Detail** and **1099 Detail for Payment** sections autofill.

   The **Payment Detail** section defaults to paying the full amount of the outstanding balance by credit card using today's date as the payment date.

   The **1099 Detail for Payment** section automatically shows the full amount of the outstanding balance on the vendor's default 1099-MISC line.

Figure 9-9: Record Partial ATF Payment



6. Edit the payment **Amount**, **Pmt Type** (cash, check, credit card, electronic, or other), **Pmt Date**, **Cash** and **Expense** accounts, and the **Memo**. If **Check** is selected as the **Pmt Type**, the **Check No** field is activated. Enter the check number that was used to make the payment.

   Reset — Click to clear the information entered without saving.

7. Edit the amount(s) from the invoice into the **1099 Detail for Payment** section as they should be included on the vendor's 1099-MISC at the end of the year. If no amounts are entered in any of the fields in this section, the invoice will not be included on the vendor's 1099-MISC.
8. Click **Save Detail**.
9. Click **Record Pmts**. Payments are recorded for all invoices selected.

Printing Vendor Checks

Once live payments have been scheduled, they can be printed at any time by going to **Payables > Live Payments > Print Checks**. Refer to "Vendor Check Setup" on page 195 before attempting to print checks. Vendor checks print using either pre-

printed check stock or MICR technology. Refer to "MICR Check Set Up" on page 24 for a full explanation.

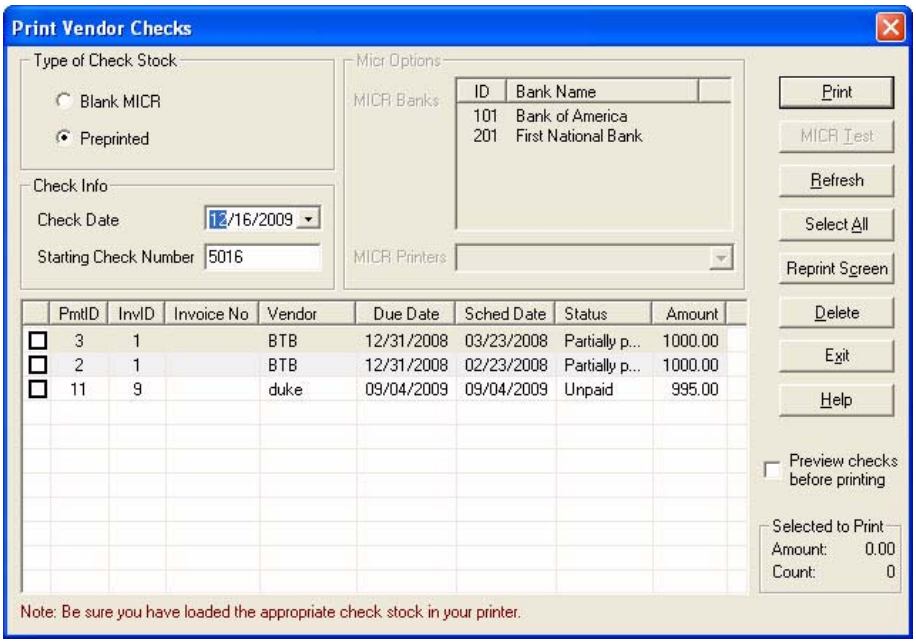
IMPORTANT

If printing MICR checks, print a test check before starting to print live checks. Go to **Payables > Live Payments > Print Checks**, select a check to print and a MICR bank, and click **MICR Test**. The check is not removed from the list of live checks to be printed. If the test check prints properly, you are ready to print live checks.

To print vendor checks, complete the following steps:

1. Go to **Payables > Live Payments > Print Checks**.

Figure 9-10: Print Vendor Checks



2. Select the type of check stock being used, either **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.

4. Enter a **Check Date**. This is the current computer date. To change the date that prints on the check, either use the drop arrow or highlight the date and enter the correct date using the format MMDDYYYY. Enter only numbers (no slashes (/), dashes (-), or periods (.) in this date field or an erroneous date error is generated. Once the date is set, it prints on *all* checks printed during this session. *Always* verify this information before printing.
5. Edit the **Starting Check Number** to match your next check. If more than one check is selected to be printed, the check numbers automatically advance for each check. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
6. The list at the bottom of the screen displays checks scheduled for payment on the date shown in the **Check Date** field. These dates were assigned at **Payables > View & Pay Invoices > Schedule Live Pmts**. To display a different list of checks scheduled for print, edit the **Check Date** field using the drop list. This is the date printed on the check.

   Select checks to print by clicking the box next to the desired checks or clicking **Select All** to print all checks.

If using pre-printed checks, jump to step 9 below.

7. If printing MICR checks, select the MICR bank account to use for these checks. The **Starting Check Number** field fills with the check number from the **Next Check #** field on **Setup > MICR Bank Accounts**.
8. If printing MICR checks, the **MICR Printers** field shows the printer set up in **Firm > Firm Info./Global Settings**. Use the drop list to select a different printer.
9. Optional: To view payables checks on your computer screen prior to printing, select the **Preview checks before printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).
10. Click **Print**. If you are using pre-printed check stock, the Windows printer dialog box opens and provides the opportunity to change the printer used during this print session. When using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer on the **Print Checks** dialog box. Once a check has been printed, it is removed from the **Print Vendor Checks** screen and can be reprinted by clicking **Reprint Screen**.

Additional Check Print Options

The **MICR Test** button sends a test check to the selected MICR printer. Use this option to test check alignment. Printing test checks does not mark the check as printed and can still be printed from the **Print Vendor Checks** screen.

The **Refresh** button clears the previously selected checks to print.

The **Select All** button selects all checks displayed to print.

The **Reprint Screen** button brings up the dialog box where all vendor checks previously printed are available to be reprinted. For more information about reprinting checks, see the "Reprinting Vendor Checks" on page 212.

NOTE Once checks have been printed, they can be reprinted by going to **Payables > Live Payments > Reprint Checks**.

Delete — To delete a check print record prior to printing a check, select a check and click **Delete**.

Reprinting Vendor Checks

Previously printed vendor checks are placed on the **Reprint Vendor Checks** screen and can be reprinted as many times as necessary.

Select **Payables > Live Payments > Reprint Checks** for a list of all vendor checks that have previously been printed or click **Reprint Screen** on the **Print Vendor Checks** dialog box.

IMPORTANT Place the check stock in the printer before starting this process.

To reprint vendor checks, complete the following steps:

1. Go to **Payables > Live Payments > Reprint Checks**.
2. Select the type of check stock being used: **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.
4. Enter a **Check Date**. This is the current computer date. To change the date that prints on the check, either use the drop arrow or highlight the date and enter the correct date using the format MMDDYYYY. Enter only numbers (no slashes (/), dashes (-), or periods (.) in this date field or an erroneous date error is generated. Once the date is set, it prints on *all* checks printed during this session. *Always* verify this information before printing.

5. Edit the **Starting Check Number** to match your next check. If more than one check is selected to be reprinted, the check numbers automatically advance for each check. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
6. The list at the bottom of the screen displays vendor checks previously printed. Select checks to reprint by clicking the box next to the desired checks or clicking **Select All** to reprint all checks.

If using pre-printed checks, jump to step 9 below.

7. If printing MICR checks, select the MICR bank account to use for these checks. The **Starting Check Number** field fills with the check number from the **Next Check #** field on **Setup > MICR Bank Accounts**.
8. If printing MICR checks, the **MICR Printers** field shows the printer set up in **Firm Firm Info./Global Settings**. Use the drop list to select a different printer.
9. Optional: To view payables checks on your computer screen prior to printing, select the **Preview checks before printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).
10. Click **Print**. If you are using pre-printed check stock, the Windows printer dialog box opens and provides the opportunity to change the printer used during this print session. When using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer on the **Print Checks** dialog box.

NOTE The **MICR Test** button sends a test check to the selected MICR printer. Use this option to test check alignment.

Voiding Vendor Checks

Vendor checks that were previously printed can be voided. Voiding a vendor check reverses the transaction from the journal automatically. If CWU can't find the original transaction to reverse, a message appears, indicating that a manual reversal of the transaction in the journal is required. See "Entering Journal Transactions" on page 157 for instructions on making manual entries to the journal.

To void a check, complete the following steps:

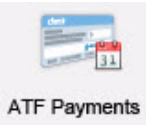
1. Go to **Payables > Live Payments > Reprint Checks**.
2. Locate the check to void by changing to date in the **Check Date** field to the date the check was printed.
3. Click the box beside the check to be voided
4. Click **Void**. Voided checks display a **T** in the **Void** column. The invoice status and balance are updated.

Editing ATF Payments

The following section covers viewing, editing, voiding, and deleting ATF payments. Before performing any of these functions, search for the payment.

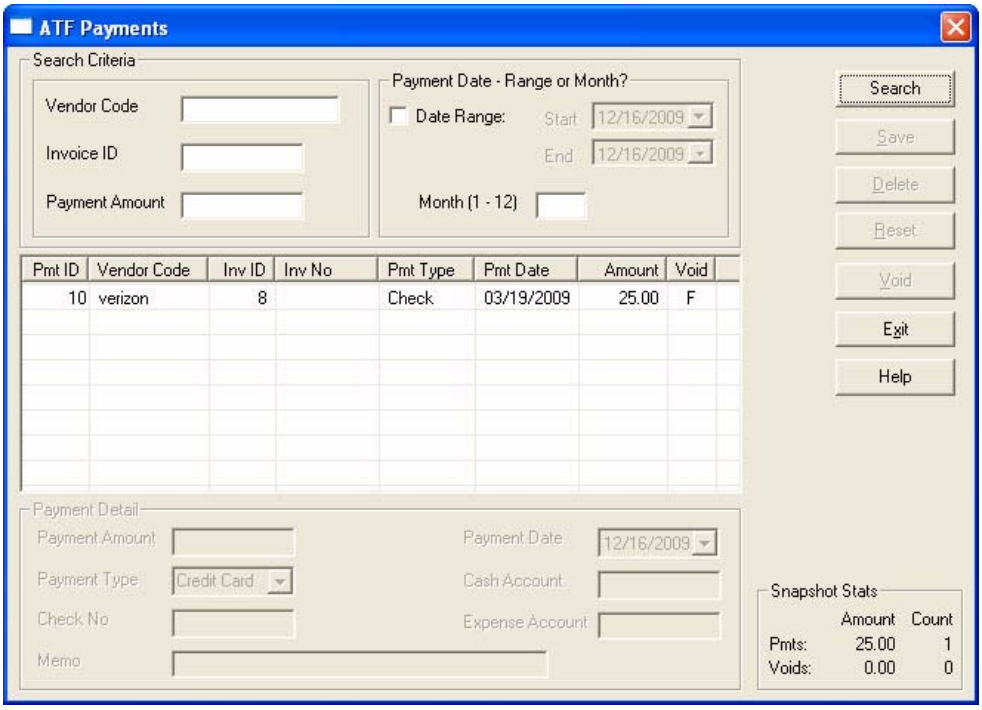
Searching for ATF Payments

To locate the desired payments, complete the following steps:



1. Go to **Payables > ATF Payments > View ATF Payments**. The **ATF Payments** dialog box opens.

Figure 9-11: View ATF Payments



2. The center of the **ATF Payments** screen displays the invoices selected based on the search criteria provided in the top of the screen. All invoices are listed by default. Enter the desired search criteria.
   - **Vendor Code** — Enter the vendor code of the desired vendor or press F2 to select from the vendor list.
   - **Invoice ID** — This is the unique number CWU assigns to each accounts payable transaction entered.
   - **Payment Amount** — Enter the exact amount of the ATF payment.
   - **Date Range** — Display all ATF payments recorded within a date range. Select **Date Range** and use the drop lists to enter **Start** and **End** dates.

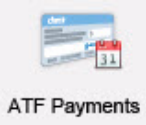
- **Month (1-12)** — Enter the month of the current year of ATF payments to display. Enter `1` for January, `2` for February, `3` for March, etc.

NOTE The **Date Range** and **Month** search criteria cannot be used together within a single search.

3. Once the desired combination of search criteria is selected, click **Search**.

Viewing and Editing ATF Payments

To view or edit ATF payment detail:



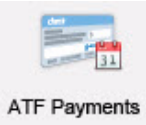
1. Go to **Payables > ATF Payments > View ATF Payments**.
2. Locate the desired payment by performing a search as described in "Searching for ATF Payments" on page 214
3. Double-click the desired payment. The payment detail displays on the bottom of the **ATF Payments** dialog box. The details of a voided ATF payment (shown with a **T** in the **Void** column) are shown, but since no changes can be made to the record, the fields are inactive.
4. Make any necessary changes. The **Check No** field is activated when **Check** is the **Payment Type**.
5. Edit the **1099 Detail** section as needed.
6. Click **Save**.

NOTE When an ATF payment is edited, the original transaction is automatically reversed and the new, corrected transaction is recorded in the transaction journal.

Voiding ATF Payments

With ATF payments displayed according to the search criteria previously entered (see "Searching for ATF Payments" on page 214), ATF payments can be voided.

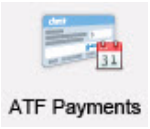
To void an ATF payment:



1. Go to **Payables > ATF Payments > View ATF Payments**.
2. Locate the desired payment by performing a search as described in "Searching for ATF Payments" on page 214.
3. Double-click the payment you wish to void. Only ATF payments with an **F** in the **Void** column can be voided. The payment detail is displayed on the bottom of the **ATF Payments** dialog box.
4. Click **Void**.

Deleting ATF Payments

To delete an ATF payment:



1. Go to **Payables > ATF Payments > View ATF Payments**.
2. Locate the desired payment by performing a search as described in "Searching for ATF Payments" on page 214.
3. Double-click the payment you wish to delete. Previously voided payments—those with a **T** in the **Void** column—cannot be deleted. The payment detail is opened on the bottom of the **ATF Payments** dialog box.
4. Click **Delete**.

Reset — To view all ATF payments after a payment's detail has been displayed, click **Reset**.

Check Writer

Use Check Writer to quickly print Vendor and NonVendor checks on the fly without having to schedule the payment.

A vendor is set up in CWU as a vendor. A NonVendor can be set up in CWU as an employee, a contractor, or not at all.

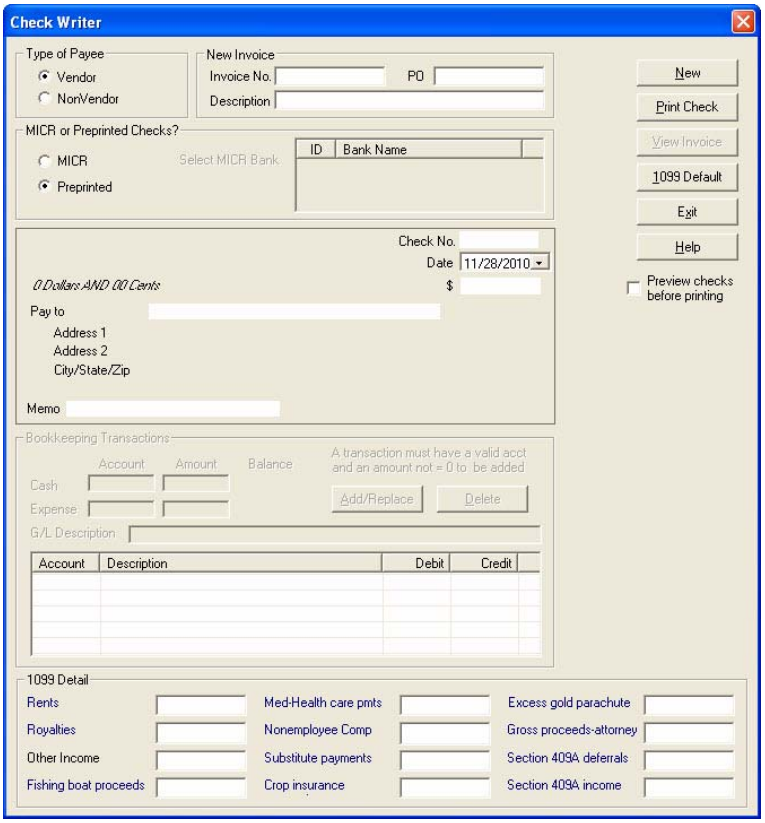
There are different options available for printing Vendor and NonVendor checks.

Printing Vendor Checks

To write a check to a Vendor using the Check Writer, complete the following steps:

1. Go to **Payables > Check Writer**.

Figure 9-12: Check Writer



2. Select **Vendor** as the **Type of Payee**. The **Invoice** box is activated.
3. Enter the **Invoice** information. This information is optional to print a check but required to print an invoice. This section is not available for NonVendor checks.
4. Select **MICR** or **Preprinted** check stock. If **MICR** is selected, select the appropriate MICR bank and verify the check number is correct in the **Check No.** field. If **Preprinted** is selected, enter the check number and verify that the number entered matches the number on the first check placed in the printer.
5. Enter the date to print on the check.
6. Enter the check amount. If using the Payables Bookkeeping Option for this client (see "Payables Setup" on page 36), the **Bookkeeping Transactions** section of the screen is activated and the **Cash** and **Expense Amount** fields default to the check amount. Edit the **Cash** and **Expense Amount** in step 12 below.
7. Press F2 in the **Pay to** field to display a list of vendors. Select the appropriate vendor to pay from the displayed list. If the vendor code is known, enter the code in the **Pay to** field rather than pressing F2 and selecting from the list.

   When the **Vendor List** displays, if any additions or corrections are needed for the vendor's information, click **Vendor Setup** to access the vendor setup screen. Once the additions or corrections are saved and the vendor setup screen is exited, the **Vendor List** redisplays and a vendor can be selected.

   The address section of the check fills with information from the vendor's setup (**Payables > Vendor Setup**) and is not available to be edited in the Check Writer.

If using the Payables Bookkeeping Option for this client, the **Cash** and **Expense Accounts** in the **Bookkeeping Transactions** section of the screen display the accounts entered in the vendor's setup. Edit the Cash and Expense Accounts in step 13 below.

8. Enter a **Memo** to print on the check. This field is optional.
9. The top part of the **Bookkeeping Transactions** section is for entry of transaction information. The grid at the bottom displays the list of transactions that are generated in the general ledger when the check prints. Press F2 in the **Account** fields, or type the account number directly into the field, to change the default **Cash** or **Expense** account used for this check.
10. Enter the description to display in the general ledger for this transaction in the **G/L Description** field.
11. Click **Add/Replace** to copy the **Cash** and **Expense** accounts and **Amounts** and the **G/L Description** to the grid section. The **Balance** column updates to show the amount of the total check that has not been allocated to the **Cash** and **Expense** accounts.
12. To edit the **Amount** or **Description** for a transaction in the grid, double-click the entry in the grid. The transaction information displays in the top part of the **Bookkeeping Transactions** section. Edit as needed and click **Add/Replace**. Click **Yes** to overwrite the existing entry. The entries in the grid are updated.

NOTE

To split a check among multiple accounts, double-click the entry in the grid. The transaction information displays in the top part of the **Bookkeeping Transactions** section. Enter an amount in the **Account** column that is less than the full amount of the check and click **Add/Replace**. Click **Yes** to overwrite the existing entry. Place the cursor in the **Account** field that shows an unallocated amount. Press F2 and select an account or enter an account number if known. Click **Add/Replace**.

13. To remove an **Account** that is listed in the grid, the entry must be deleted. Select the entry and click **Delete**. The entry is removed from the grid and the **Balance** column updates. Reenter the **Account** and **Amount** information and click **Add/Replace**. The grid shows the new entry and the **Balance** column reflects the change.

IMPORTANT

The **Balance** column should display 0.00 in order to print a check. If the **Cash** and **Expense** accounts do not show zero when the check is printed, go to **Bookkeeping Enter Transactions** to enter transactions necessary to balance the debits and credits.

Account and amount information must appear in the grid at the bottom of the **Check Writer** window in order to generate a journal entry for this check.

14. Enter the amount(s) from the check into the **1099 Detail** section as they should be included on the vendor's 1099-MISC at the end of the year. Click the **1099 Default** button to have the full amount of the check go to the vendor's default 1099-MISC line. See **1099** under "Adding a Vendor" on page 196
15. To view checks on your computer screen prior to printing, select the **Preview checks before printing** check box. Once selected, the option remains in effect

until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).

IMPORTANT

Previewed checks are considered printed by CWU. If previewed checks are not printed when displayed, go to **Payables > Live Payments > Reprint Checks** and reprint the vendor check.

16. With all check information verified and the **Balance** column displaying 0.00, click **Print Check**. The check prints (or displays if the **Preview checks before printing** option was selected) and the invoice and transactions are generated. The **Print Check** button is no longer available preventing you from printing the check twice. The **View Invoice** button is activated.

    Click **New** from the **Check Writer** window to either clear check information that hasn't been printed or to enter new check information.

17. Click **View Invoice** to access the **Invoice Data Entry** window. Make edits as needed to invoice information. Select **Print/Preview Invoice on Save** to print an invoice for this check. Click **Save**. The **Check Writer** window redisplays.

    To reprint a vendor check, see "Reprinting Vendor Checks" on page 212.

Printing NonVendor Checks

To print NonVendor checks using the Check Writer, complete the following steps:

1. Go to **Payables** > **Check Writer**.
2. Select **NonVendor** as the **Type of Payee**. The **Invoice** section is not available for NonVendor checks.
3. Select **MICR** or **Preprinted** check stock. If **MICR** is selected, select the appropriate MICR bank and verify the check number is correct in the **Check No.** field. If **Preprinted** is selected, enter the check number and verify that the number entered matches the number on the first check placed in the printer.
4. Enter the date to print on the check.
5. Enter the check amount. If using the Payables Bookkeeping Option for this client (see "Payables Setup" on page 36), the **Bookkeeping Transactions** section of the screen is activated and the **Cash** and **Expense Amount** fields default to the check amount. Edit the **Cash** and **Expense Amount** in step 11 below.
6. In the **Pay to** field, press F3 to display a list of employees, F4 for contractors, or F5 to display a list of saved NonVendors. NonVendors are saved when **Print Check** is selected from the Check Writer. Double-click the person to pay from the displayed list. The address information displays. If the appropriate NonVendor is not listed on any of the saved lists, enter the NonVendor's information directly into the **Pay to** and **Address** fields.

NOTE

You should press F3, F4, or F5 in the **Pay to** field to select the NonVendor each time you enter a NonVendor check. Enter a new NonVendor's information only if the NonVendor is not displayed in one of these lists.

7. Enter a **Memo** to print on the check. This field is optional.
8. The top part of the **Bookkeeping Transactions** section is for entry of transaction information. The grid at the bottom displays the list of transactions that are generated in the general ledger when the check prints. Press F2 in the **Account** fields to select **Cash** and **Expense** accounts for this check. You can also type the account number into the field.
9. Enter the description to display in the general ledger for this transaction in the **G/L Description** field.
10. Click **Add/Replace** to copy the **Cash** and **Expense Accounts** and **Amounts** and the **G/L Description** to the grid section. The **Balance** column updates to show the amount of the total check that has not been allocated to the **Cash** and **Expense** accounts.
11. To edit the **Amount** or **Description** for a transaction in the grid, double-click the entry in the grid. The transaction information displays in the top part of the **Bookkeeping Transactions** section. Make necessary edits and click **Add/Replace**. Click **Yes** to overwrite the existing entry. The entries in the grid are updated.

NOTE

To split a check among multiple accounts, double-click the entry in the grid. The transaction information displays in the top part of the **Bookkeeping Transactions** section. Enter an amount in the **Account** column that is less than the full amount of the check and click **Add/Replace**. Click **Yes** to overwrite the existing entry. Place the cursor in the **Account** field that shows an unallocated amount. Press F2 and select an account or enter an account number if known. Click **Add/Replace**.

12. To edit the account for a transaction listed in the grid, the transaction must be deleted. Select the entry and click **Delete**. The transaction is removed from the grid and the **Balance** column updates. Reenter the transaction information and click **Add/Replace**. The grid shows the new entry and the **Balance** column reflects the change.

IMPORTANT

The **Balance** column should display 0.00 in order to print a check. If the **Cash** and **Expense** accounts do not show zero when the check is printed, go to **Bookkeeping Enter Transactions** to enter transactions necessary to balance the debits and credits.

Account and amount information must appear in the grid at the bottom of the **Check Writer** window in order to generate a journal entry for this check.

13. Enter the amount(s) from the check into the **1099 Detail** section as they should be included on the NonVendor's 1099-MISC at the end of the year.
14. To view checks on your computer screen prior to printing, select the **Preview checks before printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).

IMPORTANT Previewed checks are considered printed by CWU. If previewed checks are not printed when displayed, go to **Payables > Live Payments Reprint Checks** and reprint the vendor check.

15. With all check information verified and the **Balance** column displaying 0.00, click **Print Check**. The check prints (or displays if the **Preview checks before printing** option was selected) and the invoice and transactions are generated. The **Print Check** button is no longer available preventing you from printing the check twice. The **View Invoice** button is activated.

NOTE The **View Invoice** button does not activate for NonVendor checks.

Click **New** from the **Check Writer** window to clear check information that hasn't been printed or to enter new check information.

To reprint a NonVendor check, see "Reprinting NonVendor Checks" on page 221.

Reprinting NonVendor Checks

Previously printed nonvendor checks are placed on the **Reprint NonVendor Checks** screen and can be reprinted as many times as necessary.

Select **Payables > Live Payments > Reprint NonVendor Checks** for a list of all NonVendor checks that have previously been printed.

IMPORTANT Place the check stock in the printer before starting this process.

To reprint NonVendor checks, complete the following steps:

1. Go to **Payables > Live Payments > Reprint NonVendor Checks**.
2. Select the type of check stock being used: **Blank MICR** or **Preprinted**.
3. **MICR Options** (not available if **Preprinted** was selected under **Type of Check Stock**):
   - **MICR Banks** — Select the bank from which these checks are drawn. The **Starting Check Number** field populates based on the **Next Check #** field in **Setup > MICR Bank Accounts**. Edit the **Starting Check Number** to include leading zeroes (e.g. 002001) to meet bank field length requirements. The bank information must be entered in **Setup > MICR Bank Accounts** to use this function.
   - **MICR Printer** — CWU automatically selects the printer specified as the default MICR Printer in **Firm > Firm Info./Global Settings**. Use the **MICR Printer** list to temporarily override the default MICR printer selection. Verify the selected printer has the proper ink for MICR printing. Change the default MICR printer in the **MICR Printer** field in **Firm > Firm Info./ Global Settings**.

4. Enter a **Check Date**. This is the current computer date. To change the date that prints on the check, either use the drop arrow or highlight the date and enter the correct date using the format MMDDYYYY. Enter only numbers (no slashes (/), dashes (-), or periods (.) in this date field or an erroneous date error is generated. Once the date is set, it prints on *all* checks printed during this session. *Always* verify this information before printing.
5. Edit the **Starting Check Number** to match your next check. If more than one check is selected to be reprinted, the check numbers automatically advance for each check. If using pre-printed check stock, verify that the number in the **Starting Check Number** field matches the number on the first check placed in the printer. Always verify this information before printing.
6. The list at the bottom of the screen displays nonvendor checks previously printed. Select checks to reprint by clicking the box next to the desired checks or clicking **Select All** to reprint all checks. Sort the checks listed by clicking on the column header.

If using pre-printed checks, jump to step 9 below.

7. If printing MICR checks, select the MICR bank account to use for these checks. The **Starting Check Number** field fills with the check number from the **Next Check #** field on **Setup > MICR Bank Accounts**.
8. If printing MICR checks, the **MICR Printers** field shows the printer set up in **Firm > Firm Info./Global Settings**. Use the drop list to select a different printer.
9. Optional: To view checks on your computer screen prior to printing, select the **Preview checks before printing** check box. Once selected, the option remains in effect until the check box is cleared. To print checks from the preview screen, select the Printer icon ( ).
10. Click **Print**. If you are using pre-printed check stock, the Windows printer dialog box opens and provides the opportunity to change the printer used during this print session. When using MICR blank check stock, the Windows printer dialog box does not open. Change the MICR printer on the **Print Checks** dialog box.

The **MICR Test** button sends a test check to the selected MICR printer. Use this option to test check alignment.

The **Refresh** button clears the previously selected checks to print.

The **Void** button marks the check as voided and generates offsetting transactions in the transaction journal to reverse the original transaction.

Editing NonVendor Information

The nonvendor information that is automatically saved when a nonvendor Check Writer check is printed can be edited using the nonvendor changes feature.

To edit previously saved nonvendor information:

1. Go to **Payables > NonVendor Changes**.

2. Select the NonVendor to edit by clicking on the desired nonvendor. The bottom of the window fills with the saved nonvendor name, contact information, and Federal ID number.
3. Edit the information as needed.
4. Click **Save**.

The **NonVendor Changes** window cannot be used to enter new nonvendor information - only to edit the nonvendor information that is saved when a Check Writer check is printed.

NOTES

Information saved on the **NonVendor Changes** window affects both future checks entered for that nonvendor and nonvendor checks that are reprinted. For instance, if a nonvendor check prints with incorrect or mispelled payee or demographic information, edit the information on the **NonVendor Changes** window and reprint the check.

Consolidating NonVendor Information

Use this feature to combine or consolidate duplicate NonVendors. Duplicate NonVendors are created by writing more than one Check Writer check to a single NonVendor payee but inadvertently creating a new NonVendor record each time. When duplicate NonVendor records are created, checks appear in reports associated with different entities rather than a single NonVendor. Additionally, a 1099-MISC would be created for each of the duplicate NonVendors.

To consolidate NonVendor information:

1. Go to **Payables > NonVendor Changes**.
2. Click on the **Name** column header to group by name.
3. Edit the NonVendor information (see “Editing NonVendor Information” on page 222) so that the same Federal ID number is used for all payees that refer to the same NonVendor.
4. Edit one of these NonVendor’s information so that it contains the correct information (correct payee name, address, and phone number).
5. Select the NonVendor displaying the correct information.
6. Click **Consolidate**. NonVendors with the same SSN or EIN (other than the one selected) are removed from the window and their transactions are combined with the selected NonVendor’s transactions.

Viewing 1099 Information

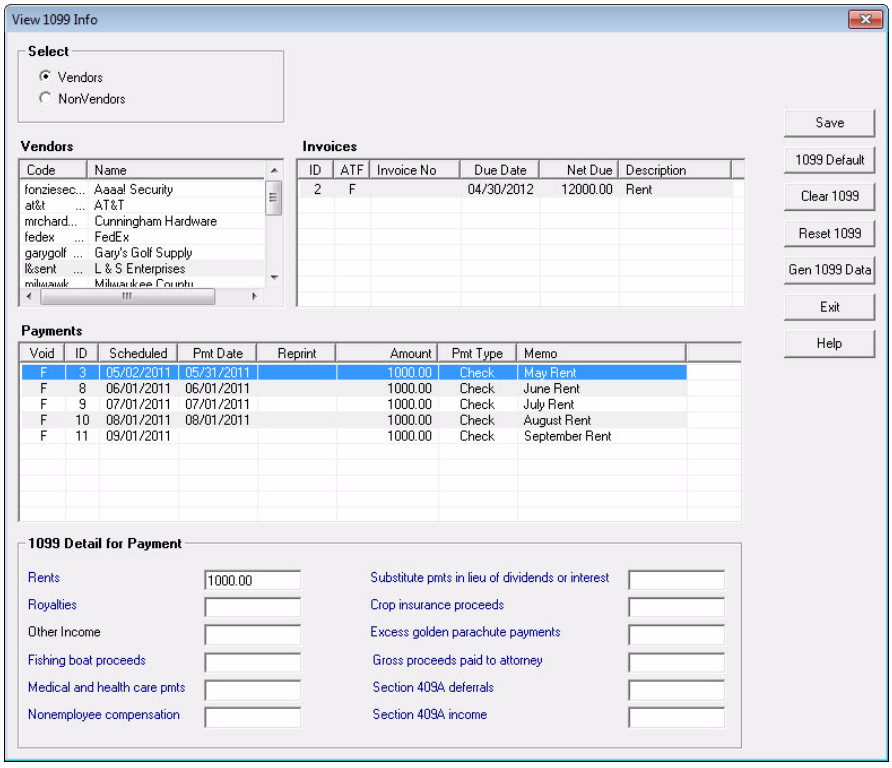
Use the **View 1099 Info** window to view and edit 1099 information for each payment made to vendors and nonvendors. It is also a convenient place to view payment details of vendor invoices.

Editing Vendor Payment Information

To view and edit vendor invoice payment and 1099 information, complete the following:

1. Go to **Payables > 1099 Info**.

Figure 9-13: View 1099 Info window



2. Select to view **Vendors** payment information. A list of all vendor **Codes** and vendor **Names** set up in CWU is listed in the **Vendors** section of the window. Click a column header to sort the information.
3. Select a vendor to display all invoices saved for that vendor in the **Invoices** section.
4. Click an invoice one time to display payment information for that invoice in the **Payments** section of the window. Double-click an invoice to display the invoice.
5. Click a payment to display the amount of the payment (in the **1099 Detail for Payment** section) that has been allocated to be included on the vendor's 1099-MISC.

   Edit the 1099 information by:

   - Editing the amount directly in the **1099 Detail for Payment** section
   - Clicking the **Reset 1099** button to revert to the 1099 information last saved
   - Clicking the **1099 Default** button to have the full amount of the payment allocated to the vendor's default 1099 field as assigned during Vendor setup

- Clicking **Clear 1099** to remove the 1099 amount from the **1099 Detail for Payment** section

6. Click **Save**.
7. Click **Exit** when all editing is complete.

Editing NonVendor Payment Information

1. Go to **Payables** > **1099 Info**.
2. Select to view **NonVendors** payment information. Information about nonvendors that have had a Check Writer check written to them displays. Click a column header to sort the information.
3. Click a nonvendor in the **NonVendors** section one time to display payment and check information for that nonvendor in the **Payments** section of the window. Double-click a nonvendor to display the Editing NonVendor Information window.

   Edit the 1099 information by:
   - Editing the amount directly in the **1099 Detail for Payment** section
   - Clicking the **Reset 1099** button to revert to the 1099 information last saved
   - Clicking **Clear 1099** to remove the 1099 amount from the **1099 Detail for Payment** section

4. Click **Save**.
5. Click **Exit** when all editing is complete.

Generating 1099 Data

In order to generate a 1099 MISC for vendors and nonvendors, and include their pay amounts in the company's 1096, the 1099 data must first be generated.

To generate the 1099 data file for vendors and nonvendors:

1. Go to **Payables** > **1099 Info**.
2. Click the **Gen 1099 Data** button

IMPORTANT

The 1099 data file must be generated before processing 1099s for vendors and nonvendors (see "1099/1096/1098 Processing" on page 146). If 1099s are processed before the 1099 data file for vendors and nonvendors is generated, no 1099 is generated for vendors or nonvendors.

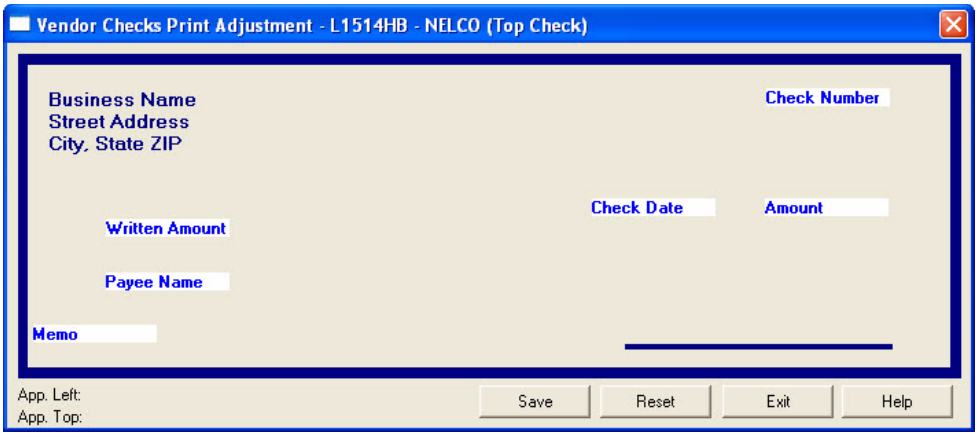
Payables Check Alignment

The check alignment feature is used to change the alignment of information printed on pre-printed checks. The information in the white fields can be adjusted to match pre-printed checks.

Complete the following to adjust the pre-printed check alignment:

1. Go to **Payables > Check Alignment**.

Figure 9-14: Payables Check Alignment



2. Click the left mouse button on the field to be adjusted.
3. Hold the mouse button down while dragging the field to the desired position on the check.
4. Release the mouse button to place the field in the new position on the check. The approximate coordinates from the left and top of the check display in the bottom left corner of the screen.
5. Click **Save** to save the changes.

Click **Reset** to restore all the fields on the check to their default location.

Due to multiple options of operating systems, printers, and check formats, minor adjustments may be required to make checks print properly. Copy a check and print a test check to make sure the information matches and is positioned properly. This prevents wasting check stock.

10 Accounts Receivable

Use Client Write-Up's Accounts Receivable module to invoice customers and generate monthly statements. Define individual customer credit limits, payment terms, discounts, and penalties, and easily apply a single payment to multiple invoices. Many receivables reports are available, including past due and aged receivables reports.

Before entering invoice information, complete the following set up information:

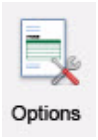
1. Enter receivables options (page 227)
2. Enter state, county, and city specific sales tax information (page 230)
3. Define the accounts that will be debited and credited for the various types of transactions. This step is not required if not using the bookkeeping feature (page 232).
4. Invoice item set up (page 233)
5. Customer set up (page 234)

Entering Receivables Options

There are many options available when setting up Accounts Receivable. You can set up the auto invoice numbering feature, service charge amounts, short and long dunning messages, payment terms, and customer status classification messages.

AR Options

To enter accounts receivable options, complete the following steps:



1. Go to **Receivables > Receivables Options > AR Options**.
2. Complete the following fields:
   - **Use Chart of Accounts** — Select this field if the CWU bookkeeping feature is being used. A Chart of Accounts must be set up to use this feature. See "Chart of Accounts (COA) Setup" on page 45 for information on creating a Chart of Accounts. The **Auto-Post to Transaction Register** field is activated when the **Use Chart of Accounts** field is selected.
   - **Auto-Post to Transaction Register** — When this field is selected, transactions post to the transaction register, or journal, automatically when the transaction is saved. If this option is not selected, move transactions to the journal manually by going to **Receivables > Manual Post AR Transactions**.
   - **Check Credit Limit** — With this option selected and an invoice is saved, CWU checks a customer's outstanding balance plus the amount of the invoice just saved against the credit limit set for the client (**Receivables > Customer Setup > Customer Info**, the **Credit Limit** field). A popup message displays if the credit limit is exceeded.

- **Auto Invoice Numbering** — Select this option to have CWU auto-increment the invoice number when a new invoice is entered. This option is recommended since invoices must be entered using a unique number.

  Starting Invoice Number — Specify the starting invoice number to use when **Auto Invoice Numbering** is selected. This number must be between 1 and 999999.

  Ending Invoice Number — Specify the highest invoice number to use when **Auto Invoice Numbering** is selected. This number must be between 1 and 999999.

  Invoice Reset Number — This is the number that the invoice number automatically resets to once the **Ending Invoice Number** is reached. This number must be between 1 and 999999.
- **Dunning Messages** (optional) — Select to use **Standard** (40 characters max.) or **Extended** (375 characters max.) dunning messages. Set up different "payment of debt" messages to appear on the monthly statement for each aging period past due (1-30 days, 31-60 days, 61-90 days, 91-120 days, and over 120 days). To use, select either **Extended** or **Standard**. Standard messages have a maximum of 40 characters each. If extended messages are selected, the **Dunning Messages** tab activates. See "Extended Dunning Messages" on page 228.
- **Service Charge** (optional) **—** A service charge may be assessed on all invoices, invoices for a specific customer type, or no service charge assessed on any invoices.

Setting up a Service Charge:

1. Select an **Account Type** (None, Regular, Balance Forward, Temporary, or All) from the drop list that the service charge should apply to. Each customer is assigned an **Account Type** on the **Receivables > Customer Setup** screen.
2. **Code 1 thru Code 4** — Enter a fixed dollar amount to be added to each invoice for the **Account Type** selected. Each customer is assigned a **Service Charge** level (**Code 1 thru Code 4**) on the **Receivables > Customer Setup** screen.

Extended Dunning Messages

Fields on the **Dunning Messages** tab become active when the **Extended Dunning Messages** field on the **AR Options** tab under **Receivables > Receivables Options** is selected.

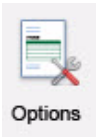
Enter an extended dunning message (up to 375 characters in length) for each aging period. Use this format when greater detail is needed for dunning messages. Extended dunning messages appear on monthly statements. The message that appears on the statement is based on the number of days an invoice is past due.

Click **Save** when all extended dunning messages have been entered.

Payment Terms

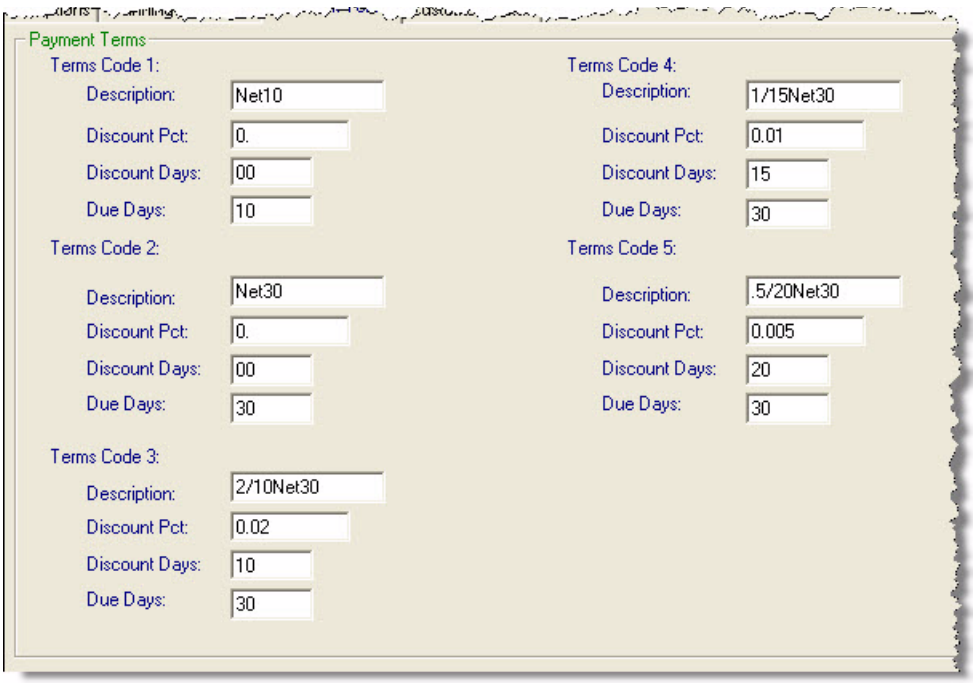
Up to five payment terms and discounts for early payment can be set up in Client Write-Up. Once these terms have been set up, you can identify the terms that apply to each customer in **Customer Setup**. Go to **Receivables > Customer Setup**, select the customer, and on the **Customer Info** tab, select the desired terms from the **Terms** drop list field. Terms specific to the customer appear on their invoices.

To set up terms, complete the following:



1. Go to **Receivables > Receivables Options > Payment Terms.**

Figure 10-1: Payment Terms

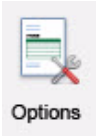


2. Complete the following fields:
   - **Description** (required) **—** For Terms codes 1-5, enter a description for the term (e.g. 5/10 Net 30).
   - **Discount Pct** (optional) **—** For all codes, enter the percentage of discount to be applied to an invoice when the invoice is paid in full within the number of days specified in the **Discount Days** field.
   - **Discount Days** (optional) **—** For all codes, enter the number of days after the invoice date that a customer will receive the early payment discount specified in the **Discount Pct** field.
   - **Due Days** (required) **—** For all codes, enter the number of days after the invoice date that an invoice must be paid in full before it is considered delinquent. This value must be equal to or larger than the number in the **Discount Days** field.
3. Click **Save**.

Customer Status

Designate a customer status and corresponding message to appear in the **Status** field on the **Receivables > Enter/Update Invoices** screen when a customer is selected from the **Customer** drop list. When a customer has a status of **Active**, no message displays. This message does not print on customer statements or invoices.

To associate messages with customer statuses:



1. Go to **Receivables > Receivables Options > Customer Status**.
2. On line 1, select a status of **Warning**, **Hold**, **Inactive**, or **Notify** from the **Status** drop list.
3. Enter a message (max. 100 characters) in the **Status Message** field for line 1.
4. Repeat steps 2 and 3 for lines 2 thru 7.
5. Click **Save**.

NOTE Assign a status to a customer by going to **Receivables > Customer Setup**.

User Defined Headings

Store unique information about customers using user defined fields. Enter a heading that describes the type of information to be stored in the field (e.g. Credit card number, birthday, etc.). The input fields for these headings appear on the **User Defined Info** tab in **Customer Setup**.

Once User Defined Heading labels have been entered, click **Save**.

Entering Sales Tax Records

Enter state, county, and city specific sales tax information. Create a sales tax record for each state in which you do business. If you do business in various counties within a state, a unique sales tax record is required for each county. This also is true for unique city tax rates.

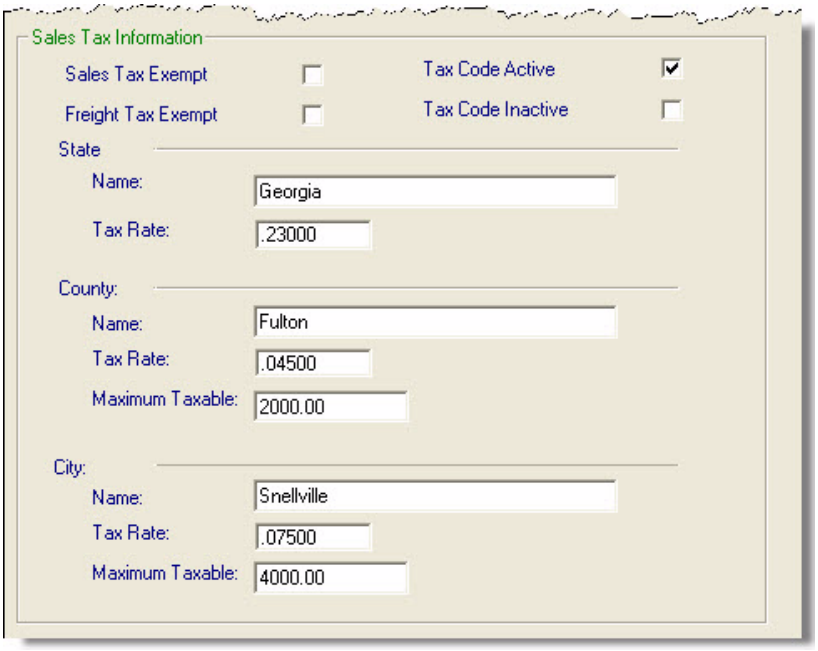
Example — You do business in the cities of Highlands and Franklin, both in Macon County, North Carolina. You should create two sales tax records, both showing North Carolina and the appropriate state sales **Tax Rate** and Macon County with the appropriate county **Tax Rate**. The **City Names** will show the two different cities and the city **Tax Rate** should be entered - even if the rate is the same for both cities.

NOTE When the sales tax information is entered, run the **Sales Tax Summary** report to calculate the amount of sales tax owed each entity in which you do business. Go to **Reports > Accounts Receivable > Sales Tax Summary** to run this report.

To enter sales tax records, complete the following:

1. Go to **Receivables > Sales Tax Records**.
2. Enter a **Sales Tax Code** and click **New**. Sales tax codes are alphanumeric and can be up to 20 characters long. Once these codes are saved, these can be used in **Customer Setup** (to assign a default for each customer) and when **Entering/Updating Invoices**.

Figure 10-2: Sales Tax Information



3. Select the check boxes that are appropriate for the sales tax code being entered.
   - **Sales Tax Exempt** — The selected entity does not charge sales tax.The sales tax information is removed from the record.
   - **Shipping Tax Exempt** — The selected entity does not charge sales tax on shipping charges.
   - **Tax Code Active/Inactive** — Select **Tax Code Active** when it should be used. Select **Tax Code Inactive** when it should not be used. **Inactive** codes do not appear as a choice when entering or updating invoices.
4. Enter information for the recording of sales tax. When entering multiple records for a state or county, repeat the appropriate higher-level information.
   - **Name** — Enter a name for the sales tax.
   - **Tax Rate** — Enter the tax rate as a decimal. A tax rate of 6% should be entered as 0.06.
   - **Maximum Taxable** — If there is a maximum amount that is subject to this county's or city's sales tax, enter that amount.

IMPORTANT While the Name and Tax Rate for a State or County does not have to entered for the City tax information to be used, it is recommended that all preceding entities be given names, even if the rates (or maximums) remain zero.

5. **Save** each record before entering the next..

Delete — To delete a previously saved sales tax record, double-click the **State Name** or **Tax Code** of the record to delete. The information for that sales tax record displays in the **Sales Tax Information** section. Click **Delete** then click **OK** to confirm.

Reset — Click **Reset** to revert to the last saved sales tax information for this sales tax record.

GL Account Setup for Receivables

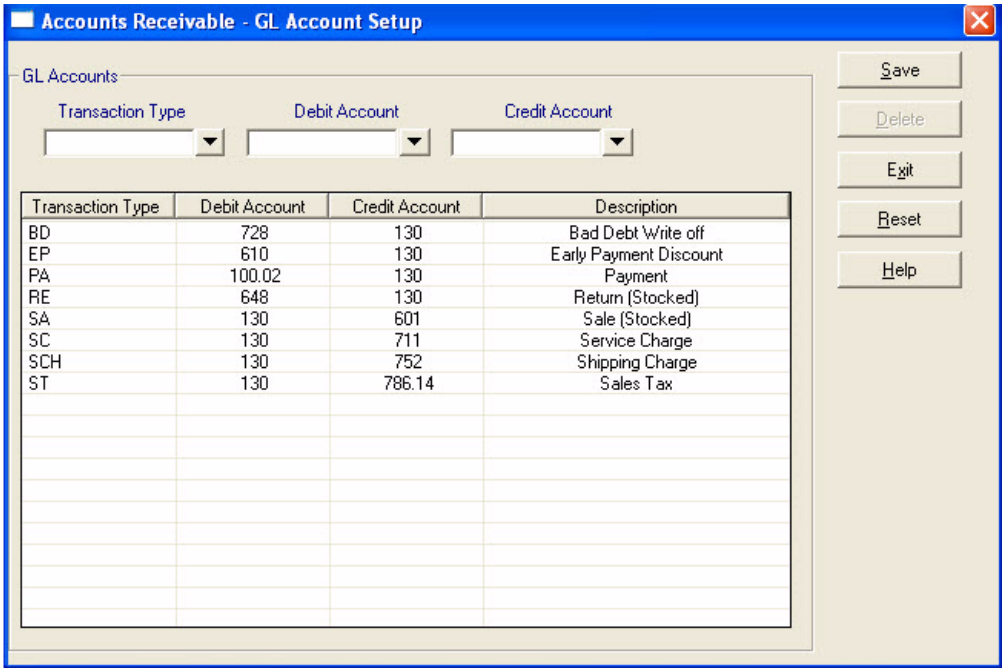
NOTE If you are not using the Client Write-Up bookkeeping feature, proceed to "Invoice Item Setup".

Each transaction type must be assigned a debit and a credit account in order to keep the Chart of Accounts in balance.

To assign debit and credit accounts to transaction types, complete the following:

1. Go to **Receivables > GL Account Dist File**.

Figure 10-3: GL Account Setup


Accounts Receivable - GL Account Setup
GL Accounts
Transaction Type
Debit Account
Credit Account
Save
Delete
Exit
Reset
Help
Transaction Type | Debit Account | Credit Account | Description
BD | 728 | 130 | Bad Debt Write off
EP | 610 | 130 | Early Payment Discount
PA | 100.02 | 130 | Payment
RE | 648 | 130 | Return (Stocked)
SA | 130 | 601 | Sale (Stocked)
SC | 130 | 711 | Service Charge
SCH | 130 | 752 | Shipping Charge
ST | 130 | 786.14 | Sales Tax

2. Select a **Transaction Type**. Either double-click a **Transaction Type** from the list or click the down arrow next to the **Transaction Type** field. The **Transaction Type** windows displays **Transaction Type** codes and **Descriptions**. Double-click the desired **Transaction Type**.
3. Click the down arrow next to the **Debit Account** field to select a debit account. A list of postable accounts from the Chart of Accounts displays. Double-click the desired debit account. If the desired account is not listed, double-click **New** to create a new postable account on the fly.
4. Click the down arrow next to the **Credit Account** field to select a credit account. A list of postable accounts from the Chart of Accounts displays. Double-click the desired credit account. If the desired account is not listed, double-click **New** to create a new postable account on the fly.

Include penalties and service charges if these are to be applied.

NOTE

For more information on creating accounts on the fly, see "Create an Account "On the Fly"" on page 156.

5. Click **Save**. The grid is updated with the new account information.

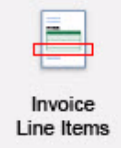
Delete — To delete a previously saved transaction type and debit/credit account combination, double-click the line in the grid to be deleted. The information for that line displays in the top part of the window. Click **Delete** then click **OK** to confirm.

Reset — Click **Reset** to revert to the last saved transaction type and debit/credit account combination.

Invoice Item Setup

Before invoices can be entered, at least one invoice item must be set up in CWU.

To set up invoice items, complete the following:



1. Go to **Receivables > Invoice Item Setup**.
2. Enter a code in the **Item Number** field. Item numbers are alphanumeric and can be up to 20 characters long.

IMPORTANT

Use only letters and numbers when assigning item numbers. Do not use spaces or any special characters.

3. Click **New**.
4. Enter the following information about each item in the **Item Setup** section of the **Item Information** tab:
   - **Item Description** — Enter an item description of up to 40 characters. This description appears on the **Enter/Update Invoices** screen and on the invoice when an extended description is not used.

- **Ext. Description** (check box) — Select when more than a 40-character description is needed. When selected, the **Extended Desc** must contain the description for the item.
- **Extended Desc** — Enter a description not to exceed 200 characters. Cannot be used unless the **Ext. Description** (check box) is selected.
- **Service/Product** — Select whether this item is a service or a product.
- **Taxable/Non-Taxable** — Select whether this item is taxable or non-taxable.
- **Current Cost** — Enter the company's cost for this item.

5. Set up and choose three different types of **Pricing**:
   - **Amount** – The dollar amount charged for a single, sellable item.
   - **Percent** – The percentage of markup (for a single, sellable item) over and above the **Current Cost** amount.
   - **Quantity** – The dollar amount charged for multiple items (bulk pricing).

     Prices A – E can interchangeably reflect amount and percent prices; however, a single price (A – E) cannot both be **Amount** and **Percent** pricing. For example, **Price A** can either be **Amount** or **Percent** pricing (not both) and, if **Price A** is **Amount** pricing, **Price B** can be **Percent** pricing. **Prices F – P** can only be used for Quantity pricing.

     A. For **Prices A – E**, select either **Amount** or **Percent**. Price A defaults to **Percent** pricing at .00 percent, if unused.
     - **Amount —** The actual amount charged per item.
     - **Percent —** The percentage (0 – 0.99999) of the **Current Cost** to add to the **Current Cost** that will be charged per item. Enter as a decimal; must be less than one. If **Current Cost** is $0.00 and **Percent** pricing is used, the item price displays $0.00 on the invoice.

     B. For **Prices F – P** on the **Quantity Pricing** tab, enter the **Quantity** and **Price**.
     - **Quantity —** The actual quantity (per each) in bulk
     - **Price —** The actual dollar amount charged for the corresponding bulk quantity
6. Click **Save**.

Reset

The **Reset** button clears the item information from the dialog box and reverts to the information previously saved.

Delete

To delete an item, double-click the item under **Item Description** to display the item information. Then click **Delete**. Click **OK** to confirm the deletion.

Customer Setup

Select **Receivables > Customer Setup** to enter information about Accounts Receivable customers. Accounts Receivable customer information must be entered for a cus-

tomer before any invoice information can be entered for that customer. When the **Customer Setup** dialog box is open, customers are listed alphabetically.

Adding a Customer

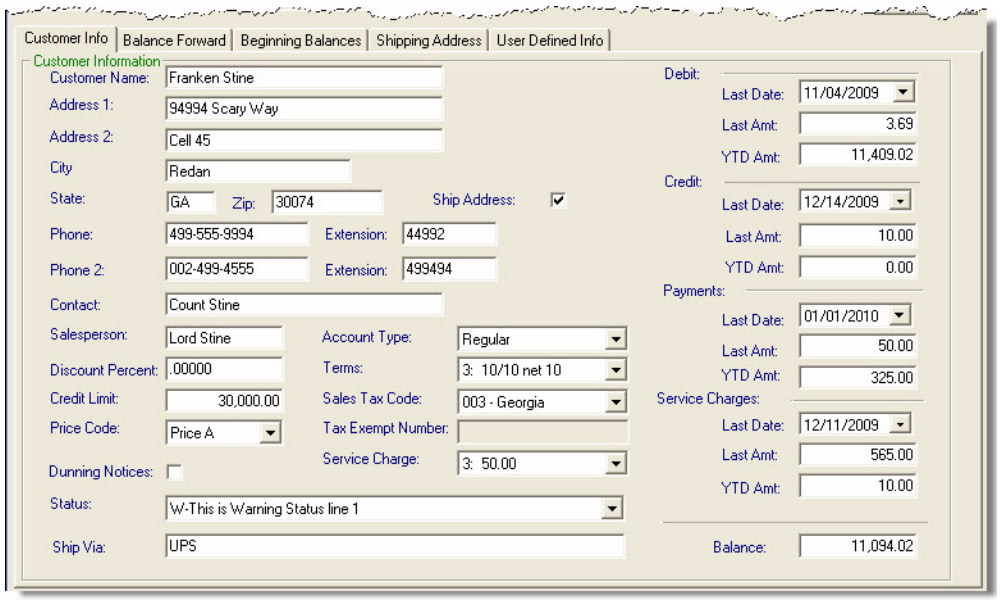
To add a customer, complete the following steps:

1. Go to **Receivables > Customer Setup**.
2. Enter a code in the **Customer Code** field. Customer codes are alphanumeric and can be up to 20 characters long.

IMPORTANT Use only letters and numbers when assigning customer codes. Do not use spaces or any special characters.

3. Click **New**. The **Customer Information** fields are enabled.
4. Enter the following information about each customer on the **Customer Info** tab:

Figure 10-4: Accounts Receivable - Customer Info tab



- **Customer Name**, **Address**, **Phone,** and **Extension** (required) — Enter the **Customer Name** and their contact information. The address is their billing address.
- **Zip** (required) — Enter the customer's zip code. This field is formatted after information is typed. The **City** and **State** fields autofill with information from the zip code database.
- **Ship Address** (optional) — Select this check box to show both the billing and shipping address on the invoice, automatically. When not selected, the **Billing Address** is used in the "Ship To" address area on an invoice. If selected, enter the shipping information on the **Shipping Address** tab.
- **Contact** (optional) — Enter the name of the customer's contact person.

- **Salesperson** (optional) — Enter the name (or code) of the salesperson servicing the customer.
- **Discount Percent** (optional) — Enter the **Discount Percent** (a decimal value less than 1.00) to designate the percentage of discount to be applied to this customer's invoices. This discount can be used instead of, or in addition to quantity discounts. (`.25` = 25% discount).
- **Credit Limit** (optional) — The **Credit Limit** is the maximum dollar amount of outstanding receivables the customer is allowed at one time. If **Check Credit Limit** (check box) was selected on the **Receivables > Receivables Options**, **AR Options** tab, a warning displays when entering the invoice stating the customer has exceeded this limit.
- **Price Code** (required) — Select a default **Price Code** for this customer. Override this when entering invoice information. Pricing levels are set for each invoice item by going to **Receivables > Invoice Item Setup,** the **Item Information** tab. While you are selecting to use an overall pricing level for all purchases made by this customer, line item pricing is available when entering invoice information.
- **Account Type** (required) — Select the **Account Type** as it applies to customer credit.
  - **Regular & Temporary** types do not track aging balances. Both imply the customer is not operating "on credit" (does not have a credit account). The intent of **Regular** is to indicate regularly active customers without credit and **Temporary** indicates those customers who do not regularly place orders.
  - **Balance Forward —** If selected, the aging balances on the **Balance Forward** tab are activated to track the credit and aging balances for the customer.
- **Terms** (required) — Select the payment terms for this customer. Options in the list are set up on the **Receivables > Receivables Options > Payment Terms** screen**.**
- **Sales Tax Code** (optional) — Select the appropriate sales tax code for this customer. Sales Tax Codes were set up on the **Receivables > Sales Tax Records** screen.
- **Tax Exempt Number** (optional) — The **Tax Exempt Number** field becomes active when **000 - Sales Tax Exempt** is selected from the **Sales Tax Code** field. Enter the customer's sales tax exempt number. This number prints on invoices and monthly statements.
- **Service Charge** (optional) — If using a service charge, select the service charge Code and amount from the drop list. Service charge codes and amounts are set up on the **Receivables > Receivables Options**, **AR Options** tab.
- **Dunning Notices** (optional) — Select this check box to have dunning messages included on this customer's monthly statements. Dunning messages are set up on the **Receivables > Receivables Options**, **AR Options** tab and the **Dunning Messages** tab.
- **Status** (required) — Set the **Status** to be displayed when entering an invoice for this customer. Valid statuses are: **A** (Active) - This is the status for regular

customers and no message displays. The other statuses are: **W** (Warning), **H** (Hold), **I** (Inactive), and **N** (Notify). When a customer is selected on the **Enter/Update Invoices** screen, this status along with the message that was associated with this status on the **Receivables** > **Receivables Options**, **Customer Status** tab displays.

- **Ship Via** (optional) — Enter the preferred method of shipping to this customer. If entered, this is the default method used on each invoice for this customer.

NOTE

Information on the right side of the **Customer Info** tab is for informational purposes only. CWU automatically updates these fields as transactions are entered. **Do not make any entries in these fields.** CWU automatically updates these fields as transactions are entered. The initial **YTD Amts** reflect entries made on the **Beginning Balances** tab.

- **Debit - Last Date** — The **Debit - Last Date** is the date of the last debit transaction for this customer. CWU updates this date each time a debit transaction is entered for this customer.
- **Debit - Last Amt** — The **Debit - Last Amt** is the amount of the last debit transaction for this customer. CWU updates this date each time a debit transaction is entered for this customer.
- **Debit - YTD Amt** — The **Debit - YTD Amt** is the total of all debit transactions entered for this customer during the current year. This field automatically fills with the amount entered in the **Amount Owed** field on the **Beginning Balances** tab. CWU updates this amount as transactions are entered.
- **Credit - Last Date** — The **Credit - Last Date** is the date of the last credit transaction for this customer. CWU updates this date each time a credit transaction is entered for this customer.
- **Credit - Last Amt** — The **Credit - Last Amt** is the amount of the last credit transaction for this customer. CWU updates this date each time a credit transaction is entered for this customer.
- **Credit - YTD Amt** — The **Credit - YTD Amt** is the total of all credit transactions entered for this customer during the current year. Make an entry in this field only if you are setting up the customer after the start of the year. In this case, CWU updates this amount as transactions are entered.
- **Payments - Last Date** — The **Payments - Last Date** is the date the last payment was received from this customer.
- **Payments - Last Amt** — The **Payments - Last Amt** is the amount of the last payment received from this customer.
- **Payments - YTD Amt** — Enter the total dollar amount of all payments received from this customer during the current year.
- **Service Charges - Last Date** — Enter the last date a service charge was applied to this customer.
- **Service Charges - Last Amt** — Enter the amount of the last service charge applied to this customer.
- **Service Charges - YTD Amt** — Enter the total dollar amount of service charges applied to this customer during the current year.

- **Balance** — This is a calculated field of the customer's current balance.

5. All of the information on the **Balance Forward** tab is calculated by CWU and becomes active if the **Account Type** selected for this customer is **Balance Forward**. **Do not make any entries on this tab.**
   - **Current** — The total of all invoices for the current month.
   - **Aging Periods (1-30, 31-60, 61-90, 91-120, Over 120 Days)** — These fields reflect the balance forward amounts outstanding for the given number of days past the due date of the customer's invoices.
   - **Balance Forward** — The total of the past due invoice amounts (1 thru 120+ days).
   - **Balance Current** — The amount owed but not due.
6. On the **Beginning Balances** tab, any outstanding balance owed by the customer can be entered. Use this method when the tracking of customer debt is done by account total only. Do not use when tracking debt at the invoice level.
   - **Beginning Balance Date** —Set this date to the date associated with the **Amount Owed**.
   - **Amount Owed** — Enter the amount owed by this customer. After saving this information, the **Debit YTD Amt** (on the **Customer Info** tab) is adjusted by this total.

IMPORTANT

If using this method, a **Beginning Balance** invoice must be entered:

1. Go to **Receivables > Enter/Update Invoices** and select this customer.
2. Select **BB** as the **Transaction Type**. This brings forward the appropriate information for the **Invoice Date** and the line item **Product ID**, **Quantity Ordered**, **Unit Price**, and **Extended Price**.
3. Select **Add Line Item**, then **Save**.

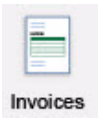
7. On the **Shipping Address** tab, enter the customer's shipping information (Name, Billing Address, Phone, and Contact). The **Ship Address** option on the **Customer Info** tab must be selected for this information to show on an invoice..
8. Entries on the **User Defined Info** tab are for informational purposes only.
   - **User Defined Fields** — The headings for these fields come from the **User Defined Headings** section of the **Customer Status** tab under **Receivables > Receivables Options**. Enter the information appropriate to the field heading.
   - **E-Mail and Web Address** — Enter the customer's e-mail and website addresses (if appropriate).
9. Click **Save** once all entries have been made.

Editing a Customer

To edit an existing customer, go to **Receivables > Customer Setup** and double-click a name from the list of customers. The data fields for that customer activate. Edit the desired fields and click **Save**.

Entering New Invoices

To enter invoice information, complete the following steps:



1. Go to **Receivables > Enter/Update Invoices**. The **Enter/Update Invoices** dialog box is displayed.
2. Select the customer for the invoice using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer. Nearly all fields on the **Enter/Update Invoices** dialog box autofill with information previously set up for the selected customer.

IMPORTANT

Editing the prefilled fields on the **Invoices** dialog box effects this invoice only. To make permanent edits to this information, refer to the appropriate Accounts Receivable set up screens.

3. **Invoice Number** (required) — The next **Invoice Number** displays if the option to auto-increment this number was selected during set up (**Receivables > Receivables Options > AR Options**). If you did not make this selection, enter an invoice number. Do not enter a previously used invoice number.
4. Select either a **Transaction Type** or a **Return Transaction Type**.

   A. **Transaction Type** is used to identify the majority of items sold on this invoice:

   - Use **BB – Beginning Balance -** See step 4 on the previous page.
   - Use **SA – Sale (Stocked)** when items are from current inventory.
   - Use **SN – Sale (Non-Stocked)** when items are not from current inventory.
   - Use **SS – Sale (Service)** when the items are one or more services performed.

   B. **Return Transaction Type** to return the entire contents of a previously entered invoice:

   - Use **RBB – Reverse Beg. Balance -** See step 4 on the previous page.
   - Use **RE – Return (Stocked)** when items are from current inventory.
   - Use **RN – Return (Non-Stocked)** when items are not from current inventory.
   - Use **RS – Return (Service)** when the items are one or more services performed.

NOTE

When a **Return Transaction Type** is selected, the **Return Date** must be entered.

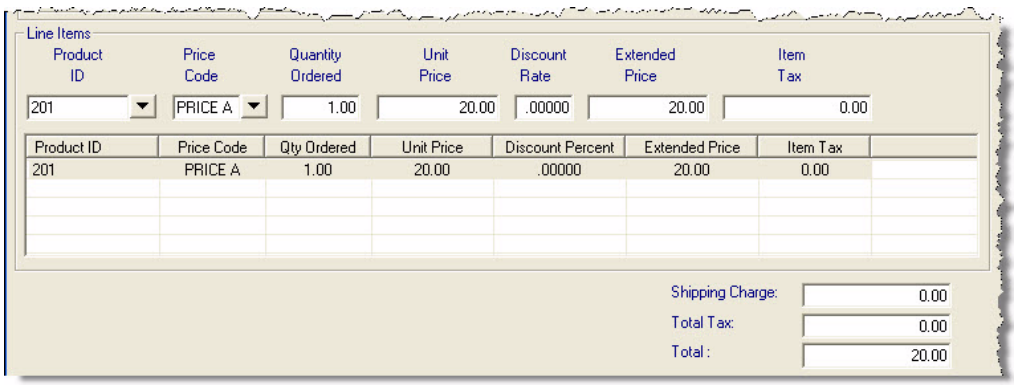
5. **Invoice Date** (required) — The **Invoice Date** defaults to today's date and is used in the calculation of aging information. Edit the **Invoice Date** as needed.
6. **Invoice Type** (required) — Select either **Product Invoice**, **Service Invoice**, or **Professional Invoice**.
7. **Terms** (required) — You may select a different term for this invoice than was previously set up for this customer.
8. **Balance/Credit Limit** — The customer's current account balance and credit limit. These fields cannot be edited; they are for informational purposes only.

9. Complete the following fields:
   - **Shipping Information - Sold To** — Edit any of the customer billing information as needed for this invoice. If the information previously set up is appropriate for this invoice, no edits are required.
   - **Shipping Information - Ship To** — Edit the customer shipping information as needed for this invoice. If the information previously set up is appropriate for this invoice, not edits are required.
   - **Order Taken By** (Optional) — Enter the name of the person that took this order.
   - **Ship Date** — Enter the date the order is scheduled to ship to the customer. The current date is the default shipping date.
   - **Ship Via** (Optional) — The method of ship pulls from the **Ship Via** field in the customer's setup (**Receivables > Customer Setup > Customer Info**). Change the shipping method as needed for this invoice.
   - **Sales Tax - Tax Code** — Select a different **Tax Code** as needed for the invoice. The **State**, **County**, and **City** sales tax rates associated with the selected **Tax Code** display. Edit individual **State**, **County**, or **City** tax rates as needed by entering a decimal value less than one (0.05 equals a 5% sales tax rate).
10. The **Line Items** section of the **Invoice** screen has different fields for Product Invoices and Service/Professional Invoices. See the appropriate field information below based on the **Invoice Type**.

Product Invoice

Add one or more line items to an invoice by completing the following fields:

Figure 10-5: Line Items for Product Invoice



- **Product ID** — Using the drop list in the **Product ID** field, select an item to include on this invoice. When the **Product ID** window displays, double-click the desired product. Specifics regarding the selected product's pricing displays.
- **Price Code** — The **Price Code** set in **Customer Setup** for the selected customer displays. The **Quantity Ordered**, and **Unit Price** associated with this product's **Price Code** also displays. Select a different **Price Code** from the drop list to select a different single price or quantity discount.

- **Quantity Ordered** — Edit the quantity of the item ordered as needed. This is an override of the quantity associated with the selected **Price Code**. The selected **Price Code** is used to calculate the **Unit Price** and the **Extended Price**.
- **Unit Price** — Edit the **Unit Price** to override the single item price associated with the **Price Code** selected.
- **Discount Rate** — This is the customer's **Discount Percent** entered during customer setup (**Receivables > Customer Setup > Customer Info**). This discount is calculated after all other discounts (quantity, etc.) are taken. Edit the discount percentage for this item by entering a decimal value less than one (0.05 equals a 5% discount).
- **Extended Price** — This is a calculated field. **Do not edit this field**. The **Extended Price** equals the (**Quantity Ordered** x **Unit Price**) - **Discount Percent**.
- **Item Tax** — This is a calculated field. **Do not edit this field**. The equals the (**Extended Price** x **State Sales Tax** rate) + (**Extended Price** x **County Sales Tax** rate) + (**Extended Price** x **City Sales Tax** rate).
- **Shipping Charge** — If applicable, enter the **Shipping Charge** amount for this invoice.

Service/Professional Invoice

Add one or more line items to an invoice by completing the following fields:

Figure 10-6: Line Items for Service and Professional Invoices

- **Product ID** — Using the drop list in the **Product ID** field, select an item to include on this invoice. When the **Product ID** window displays, double-click the desired product. Specifics regarding the selected product's pricing displays.
- **Price** — Use the field drop list to select a different Price for the service selected.
- **Quantity** — Edit the quantity as needed.
- **Description** — The **Description** fills based on the information entered in **Receivables > Invoice Item Setup**. Edit the **Description** as needed. The edited description prints on the current invoice only.
- **Discount** — This is the customer's **Discount Percent** entered during customer setup (**Receivables > Customer Setup > Customer Info**). This discount is calculated after all other discounts (quantity, etc.) are taken. Edit the discount percent-

age for this item by entering a decimal value less than one (0.05 equals a 5% discount).

- **Amount** — This is a calculated field. **Do not edit this field**. The **Amount** equals the (**Quantity** x **Price**) - **Discount**.
- **Customer Message** (optional) — Enter a message to appear at the bottom of the customer's invoice.

11. Click **Add Line Item**. The item information is added to the grid and is included in the **Total Tax** and **Total** fields.

NOTE Once an item has been added to the grid, you must **Save** the invoice in order to exit the screen. See "Deleting Invoices and Line Items" for information on deleting a saved invoice.

12. The **Total Tax** and **Total** fields are calculated fields and should not be edited. **Total Tax** is the total of the **Item Tax** column. **Total** is the sum of all charges for this invoice.
13. Once all items for this invoice have been added, select **Save**.

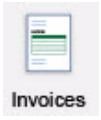
See "Printing an Invoice" for information on printing a single invoice or "Batch Printing Invoices" on page 242 to print a range of invoices.

Printing an Invoice

Once an invoice has been saved, you can choose to print a single invoice or batch print a range of invoices. See "Batch Printing Invoices" on page 242 for information on printing more than one invoice at a time.

To print a single invoice, complete the following:

NOTE If an invoice was just saved, proceed to step 2 below.



1. Go to **Receivables** > **Enter/Update Invoices**.
2. Select the customer for the invoice you wish to print using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer.
3. Select the invoice to print from the **Invoice Number** drop list. Details of the selected invoice display.
4. Select **Print Invoice**. The invoice displays on the screen.
5. Select the printer icon ( ).

Batch Printing Invoices

Accounts Receivable invoices may be printed one at a time (see "Printing an Invoice" on page 242) or in a "batch", more than one at a time.

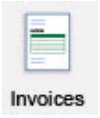
To print Accounts Receivable invoices in a batch, complete the following:

1. To run the report, go to **Reports > Accounts Receivable**
2. Double-click **Invoices** on the right side of the window. A list of available invoices to print displays.
3. Select one or more invoices to print. To select a range of consecutive invoices, click the first invoice to print and, while holding the SHIFT key down, click the last invoice to print. To print non-consecutive invoices, click the first invoice then, while holding the CONTROL key down, select the other invoices to print. To print a single invoice, select the invoice.
4. Select the date to appear on the invoices. The invoices display on your monitor.
5. To print the invoices, either go to **File > Print** or select the printer icon ( ).

Updating Invoices

Update invoices to change any of the information on a saved invoice and to handle invoice returns. For information on deleting a line item from an invoice or deleting an invoice, see "Deleting Invoices and Line Items" on page 243.

To update a saved invoice, complete the following:



1. Go to **Receivables > Enter/Update Invoices**.
2. Select the customer for the invoice you wish to edit using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer.
3. Use the **Invoice Number** drop list to select the invoice to edit. Details of the selected invoice display.
4. Edit the information as needed.
5. To edit a line item, double-click the item in the grid at the bottom of the window. Make changes as needed and select **Update Line Item**.
6. To take a return, select the **Ret Trans Type** field drop list and select to return items to **Stocked**, **Non-Stocked**, or **Service**. You must take a return for an entire invoice rather than line items from an invoice. Enter the **Return Date**. When the invoice is saved, CWU makes a reversing entry in the journal.
7. Select **Save**. To print the updated invoice, see "Printing an Invoice" on page 242.

Reset — Click **Reset** to revert to the last saved invoice information.

Deleting Invoices and Line Items

To delete a saved invoice, complete the following:

1. Go to **Receivables > Delete Invoices/Line Items**.
2. Select the customer for the invoice you wish to delete using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer.
3. Use the **Invoice Number** drop list to select the invoice to delete. Details of the selected invoice display.

4. Click **Delete Invoice**. Click **OK** to confirm the deletion. If the bookkeeping feature is being used, CWU makes a reversing entry for the entire invoice in the journal.

To delete a line item from a saved invoice, complete the following:

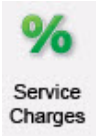
1. Go to **Receivables > Delete Invoices/Line Items**.
2. Select the customer for the invoice using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer.
3. Use the **Invoice Number** drop list to select the invoice with the line item you wish to delete. Details of the selected invoice display.
4. Double-click the line item to be deleted in the grid at the bottom of the screen. Details of the line item display above the grid.
5. Click **Delete Line Item**. The **Total Tax** and **Total** fields update. If the bookkeeping feature is being used, CWU makes a reversing entry for the deleted item in the journal.
6. Click **Exit** to save and exit or **Print Invoice** to print the invoice. After printing the invoice, click **Exit** to save and exit.

Entering Service Charges and Penalties

Add and remove service charges and penalties to individual customer invoices.

NOTE Service Charge and Penalty transactions write automatically to the journal when the CWU bookkeeping is used.

To enter or remove service charges and penalties, complete the following:



1. Go to **Receivables > Enter Service Charges/Penalties**.
2. Enter the **Transaction Date**.
3. Select the customer for the invoice using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address and contact information display.
4. Select the invoice from the **Invoice Number** drop list. Details of the selected invoice display.
5. In the **Invoices** section, complete the following field information:
   - **Transaction Type** — Select the type of transaction from the **Transaction Type** drop list. You can select to add a penalty, add a service charge, or add a service charge and a penalty to the invoice. You can also select to remove (or reverse) a penalty, remove a service charge, or remove both a service charge and a penalty from an invoice. Penalty and service charge amounts are added to the amount of the outstanding balance of the selected invoice (or removed if a reversing **Transaction Type** is selected).
   - **Service Charge** — The amount of the **Service Charge** comes from the **Customer Setup** screen (**Service Charge** field). Edit the amount of the **Service Charge** as needed for this invoice.

- **Penalty** — Enter a penalty amount for this invoice. This field is available for all transaction types except **Service Charge** and **Reverse Service Charge**.
- **Note** — Enter a note for informational purposes.

6. Click **Save** to move the entry to the grid section.

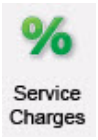
Deleting Service Charges and Penalties

Delete service charges and penalties line items from individual customer invoices.

IMPORTANT

If a line item has previously been reversed then an entry is not automatically made to the journal when the same line item is deleted. However, if the line item has not previously been reversed, a journal entry is made automatically when the line is deleted (provided the **Use Chart of Accounts** option has been selected under **Receivables > Receivables Options > AR Options.**

To delete a service charge or penalty from an invoice, complete the following:



1. Go to **Receivables** > **Enter Service Charges/Penalties**.
2. Enter the **Transaction Date**.
3. Select the customer for the invoice using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address and contact information display.
4. Select the invoice from the **Invoice Number** drop list. Details of the selected invoice display.
5. In the **Invoices** section grid, double-click the line item to delete.
6. Click **Delete**. A confirmation screen displays.
7. Click **OK**.

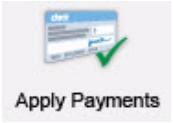
WARNING

When a line item is deleted, there is no record (other than the journal entry) of the deletion. Use this option with caution.

Applying Receivables Payments

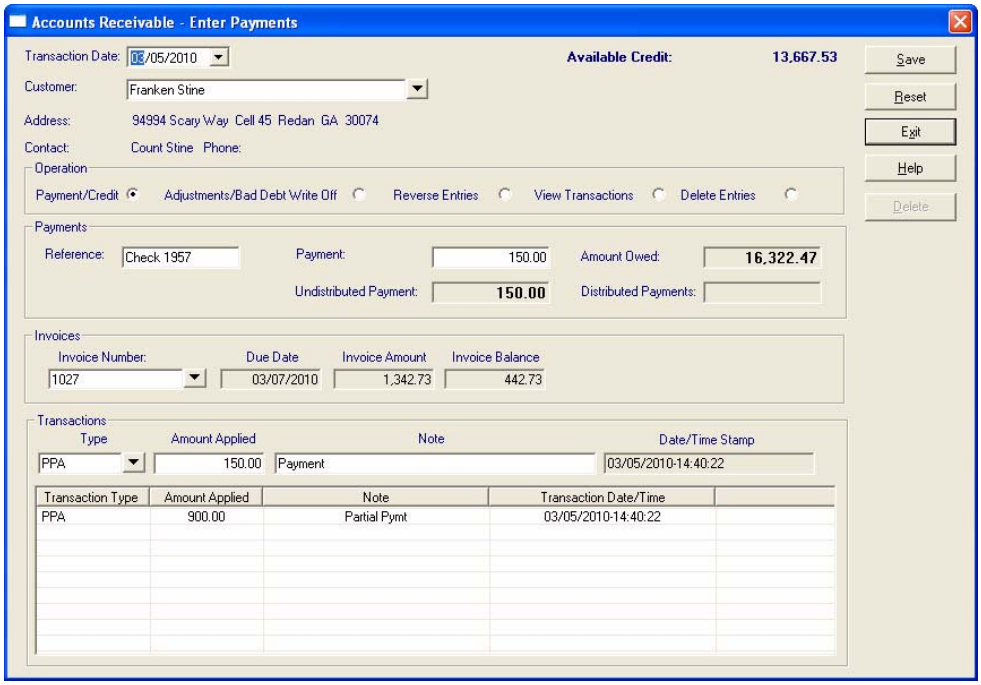
Apply Accounts Receivable payments to a single outstanding invoice or multiple invoices.

To apply payments and credits, complete the following:



1. Go to **Receivables** > **Apply Payments**.
2. Enter the payment date using the **Transaction Date** drop list.
3. Select the customer to apply the payment from the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address, contact information, available credit, and amount owed display.
4. Select the **Payment/Credit** option button.

Figure 10-7: Accounts Receivable Entering Payments



5. Complete the following fields in the **Payments** section:
   - **Reference** (optional) — Enter up to a 20 characters to provide additional information for this transaction (e.g. check or credit card number).
   - **Payment** (required) — Enter the amount of the payment.
   - **Amount Owed** (informational only) — This is the total amount owed by the selected customer including all invoices, penalties, and service charges.
   - **Undistributed Payment** (informational only) — This is the amount of the payment that has not been applied to an invoice. The full amount of a payment must be applied to the customer's account.
   - **Distributed Payments** (informational only) — This is the amount of the payment that has been applied to the invoices.
   - **Invoice Number** (required) — Select the invoice to apply the payment using the drop list. When the **Invoice Number** window displays, double-click the desired invoice.

   The selected invoice's **Due Date**, original **Invoice Amount**, and **Invoice Balance** display for informational purposes. If transactions for the selected invoice have been saved, they appear in the grid at the bottom of the screen.
6. Complete the following fields in the **Transactions** section:
   - **Type** (required) — Select from the following transaction types:

Table 10-1: AR Transaction Types

Transaction Type	Description
CR	Credit

Table 10-1: AR Transaction Types

Transaction Type	Description
EP	Early Payment Discount
PA	Payment
PPA	Partial Payment

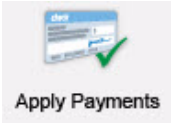
- **Amount Applied** (required) — Enter the amount of the payment to apply to the selected invoice.
- **Note** (optional) — Enter a transaction description. This description posts to the journal when the transaction is saved.
- **Date/Time Stamp** (informational only) — CWU autofills this field with the date and time when the transaction is saved.

7. Click **Save**. If the full amount of the payment has been distributed, CWU clears the screen leaving the customer's contact and amount owed information displayed. CWU is ready for the next payment to be entered for this customer.

   If the payment has not been fully distributed, the **Undistributed Payment** and **Distributed Payments** fields update reflecting the saved transaction. Continue distributing the payment by selecting the appropriate **Invoice Number**, **Transaction Type**, **Amount Applied**, and **Note** until the payment is fully distributed. The screen clears leaving the customer's contact and amount owed information.

Viewing Transactions

The **View Transactions** option provides detail of individual customer invoices. No transactions can be entered when using the **View Transactions** option. To view transaction detail, complete the following:

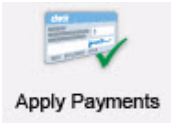


1. Go to **Receivables** > **Apply Payments**.
2. Select the customer from the **Customer** field.
3. Select the **View Transactions** option button.
4. Select the invoice from the list. When the **Invoice Number** window displays, double-click the desired invoice.
5. Click **Exit** when finished viewing transaction detail.

Making an Adjustment

Adjusting entries can be made to correct an incorrectly entered payment, credit, or just about anything else regarding an invoice.

To make an adjusting entry, complete the following:



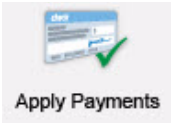
1. Go to **Receivables** > **Apply Payments**.
2. Enter the date of the adjustment using the **Transaction Date** drop list.

3. Select the customer from the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address, contact information, available credit, and amount owed display.
4. Select the **Adjustments/Bad Debt Write Off** option button.
5. Select the invoice to enter the write off amount. When the **Invoice Number** window displays, double-click the desired invoice. The selected invoice's **Due Date**, original **Invoice Amount**, and **Invoice Balance** display.
6. From the **Type** field, double-click the **AD** (Adjustment) **Transaction Type**.
7. Enter the amount of the adjustment in the **Amount Applied** field. Enter a negative amount (e.g. -5.95) to reduce the amount owed and a positive number (e.g. 12.50) to increase the amount owed.
8. Enter a transaction description in the **Note** field. A note is optional.
9. Click **Save**.

Writing Off Bad Debt

There may be times when all or a portion of an outstanding invoice may need to be written off.

To make a write-off entry, complete the following:

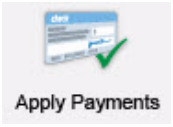


1. Go to **Receivables > Apply Payments**.
2. Enter the date of the write-off using the **Transaction Date** drop list.
3. Select the customer from the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address, contact information, available credit, and amount they owe display.
4. Select the **Adjustments/Bad Debt Write Off** option button.
5. Select the invoice to enter the write-off amount. When the **Invoice Number** window displays, double-click the desired invoice. The selected invoice's **Due Date**, original **Invoice Amount**, and **Invoice Balance** display.
6. From the **Type** field, double-click the **BD** (Bad Debt Write off) **Transaction Type**.
7. Enter the amount to be written off as a positive number (e.g. 12.50) in the **Amount Applied** field.
8. Enter a transaction description in the **Note** field. A note is optional.
9. Click **Save**. The amount of the write-off is deducted from the **Invoice Balance** and the customer's **Amount Owed**.

Making a Reversing Entry

Another option for making a correcting entry is to reverse a previously saved entry. You can reverse adjustments, write offs, credits, early payment discounts, and a full or partial payment.

To make a reversing entry, complete the following:



1. Go to **Receivables > Apply Payments**.
2. Enter the date of the reversing entry using the **Transaction Date** drop list.
3. Select the customer from the **Customer** field. When the **Customer** window displays, double-click the desired customer.
4. Select the **Reverse Entries** option button.
5. Select the invoice to enter the reversing entry amount. When the **Invoice Number** window displays, double-click the desired invoice. The selected invoice's transaction detail displays in the grid at the bottom of the screen.
6. From the **Type** field, select from the following transaction types:

Table 10-2: AR Transaction Types

Transaction Type	Description
RAD	Reverse Adjustment
RBD	Reverse Bad Debt Write-off
RCR	Reverse Credit
REP	Reverse Early Payment Discount
RPAY	Reverse Payment
RPPA	Reverse Partial Payment

7. Enter the amount of the reversing entry as a postive number (e.g. 12.50) in the **Amount Applied** field.
8. Enter a transaction description in the **Note** field. A note is optional.
9. Click **Save**.

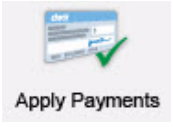
Deleting a Payment

Delete payments from individual customer invoices.

IMPORTANT

If a line item has previously been reversed then an entry is not automatically made to the journal when the same line item is deleted. However, if the line item has not previously been reversed, a journal entry is made automatically when the line is deleted (provided the **Use Chart of Accounts** option has been selected under **Receivables > Receivables Options > AR Options.**

To delete a payment from an invoice, complete the following:



1. Go to **Receivables > Apply Payments**.
2. Enter the **Transaction Date**.
3. Select the customer for the invoice using the drop list in the **Customer** field. When the **Customer** window displays, double-click the desired customer. The customer's address and contact information display.
4. Select the **Delete Entries** option button.

5. Select the invoice from the **Invoice Number** drop list. Payment details for the selected invoice display in the **Invoices** section grid.
6. In the **Invoices** section grid, double-click the line item to delete.
7. Click **Delete**. A confirmation screen displays.
8. Click **OK**.

WARNING When a line item is deleted, there is no record (other than the journal entry) of the deletion. Use this option with caution.

Posting Receivables Transactions Manually

If the CWU bookkeeping feature is being used but the option to **Auto-Post to the Transaction Register** is not selected, you will need to post Accounts Receivable transactions to the journal manually.

NOTE To turn on automatic posting to the transaction register, see "AR Options" on page 227.

To post Accounts Receivable transactions to the journal:

1. Go to **Receivables > Manual Post AR Transactions**.
2. Click **Post Transactions**.
3. Click **OK**.

11 Reports

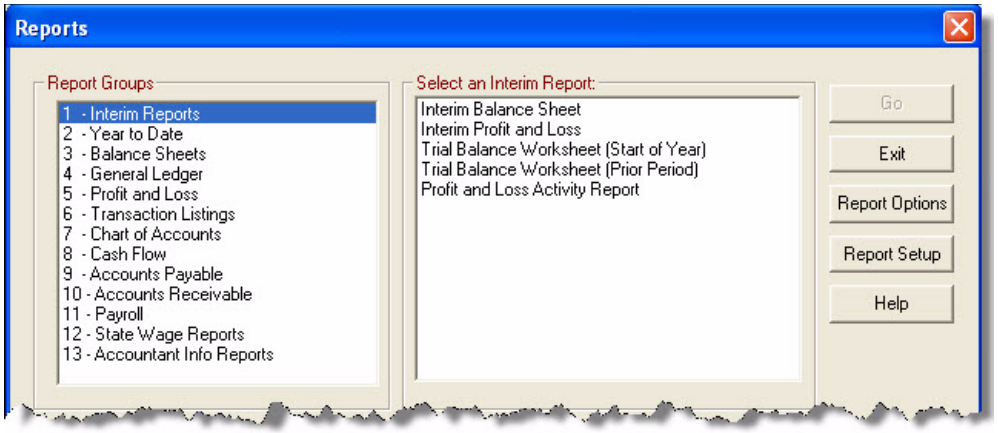
Client Write-Up offers many report options with multiple formats. Review the reports and choose the ones that meet your needs.

Starting and ending date ranges are required for many reports and are set using the calendar function. To set the starting and ending dates for reports, click the next to the date displayed. Dates default to the current date on the computer. For instructions on setting calendar dates, see "Date Fields" on page 12.

Running Reports

To run Client Write-Up reports, go to **Reports** and select a type of report. The **Reports** window opens with a list of available reports specific to the report group selected.

Figure 11-1: Reports



Double-click a report on the right side of the screen, or click once and click **Go**. Once all report options have been selected, the report runs.

From the **Reports** window, select another report or change to another report group.

IMPORTANT

All reports display to your computer monitor in "PDF" format. In order to view reports on your screen, you must have Acrobat Reader installed.

Report Options

Customize field labels that appear on many of Client Write-Up's reports using **Report Options**. To customize the labels, click the **Report Options** button and complete the following steps:

1. Select a report to customize from the **Select Report** drop list. Select only the lines in the list that begin with a number. The other lines display the report category and cannot be customized.
2. Select the desired check boxes to customize the report.
   - **Remove Report Name From Footer** — The name of the report does not print in the report footer.
   - **Center Report Footnotes** — The footnote is printed centered on the report.
   - **Remove Footnotes from non-Financial Statements** — No footnote is printed on any report except balance sheet and profit and loss reports. For these reports, either the default footnote is printed or the footnote text entered in **Setup > Headers and Footnotes** is printed.
   - **Print Address in Header** — The client's address as entered on **Setup > Client Information** is printed in the report header.
   - **Print Date Time Stamp on Report** — The date and time the report was run is printed on the report.
   - **Change "For the period ended" to "As of"** — This box is available only for balance sheet and profit and loss reports. The words "As of" replace "For the period ended" on the report.
   - **Use Default Labels** — This box is available only for balance sheet and profit and loss reports. Select this box to reset the report labels to the default (as they appear on the right side of the dialog box). Selecting **Use Default Labels** does not affect the other selections.
3. When financial reports (Balance Sheet and Profit and Loss reports) are selected from the **Select Report** drop list, the lower part of the dialog box fills with the default field labels and the current field labels for the report selected. If no edits have been made to the selected report's labels, the **Labels used** and **Default Labels** columns are the same.

   Make the desired edits to the field labels under the **Labels used on reports** column. Select the **Apply to all Balance Sheet Reports** or **Apply to all Profit and Loss Reports** box to have those reports use your edited field labels.
4. Click **Save**. Click **Exit** when editing is complete.

Click **Reset** to restore all check boxes and field labels for the selected report to the default.

Display Settings

Click **Report Setup** to customize the appearance of reports. The **Display Settings** dialog box allows client-specific color, logo, font, and watermark customization of reports.

Report Settings

- To change the color of the header, footer, and text on printed reports, click the color box, select the desired color, and click **OK**. Printing in color requires a printer capable of color printing.
- To remove the report name from the footer, center report footnotes, or remove footnotes from non-financial statements, select the appropriate check box.

Font Sizes

Use the drop list to adjust the font size of the accountants header line, footer, and page numbers.

WaterMark Settings

- Use the drop list to select the angle and font used for the watermark.
- Enter the wording to be used for the watermark in the **Watermark Text** field.

Logo

- **Logo Location** — Choose the location for your logo on reports from the drop list. Selections include right aligned, centered, and left aligned. Making a selection in this field activates the **Logo Path** and **Logo Sizes** fields.
- **Logo Path** — Either enter the path to the logo or click **Browse** to navigate to the logo. The logo file must be a bitmap file (file extension of “bmp”).
- **Logo Sizes** — Choose the logo size to print on reports from the drop list.

After verifying all information, click **Save**.

Understanding Reports

Consider the following when viewing report output:

- An **S** indicates a subtotal. Account “Levels” in the Chart of Accounts must be set in order for subtotals to appear on reports.
- A single line indicates the total of an account type.
- A double line indicates the total of multiple account types. (For example, Total Assets or Total Liabilities).
- A number within parenthesis ( ) indicates a negative number.

Report Types

The following types of reports are available from the **Reports** menu:

Table 11-1: Report Types

Report	Description	Path
Interim	Interim reports display information that was entered for the current month or period. Use these reports to review the calculations and verify accuracy of the entries. Once the month or period has been posted, corrections to that journal cannot be made. Review all interim information before running the post transactions process. Even if the **Journals** dialog box (**Bookkeeping** > **Enter Transactions**) shows a 0.00 balance, there could still be data entry errors that cause reports to be incorrect. Use the interim reports to locate data entry errors.	**Reports** > **Interim**
Year-to-Date	Reports on the general ledger and journal transactions since the last post. The journal transaction report can be displayed based on a single journal code or by the entirety of the journal.	**Reports > Year-to-Date**
Balance Sheets	The balance sheet report produces a statement listing the debit and credit balances of the current client. From the **Reports** dialog box, select which type of balance sheet to create. These reports can be printed in the normal CWU report format or to an Excel worksheet.	**Reports > Balance Sheets**
General Ledger	The general ledger report produces a statement that displays the balances of all accounts.	**Reports > General Ledger**
Profit & Loss	The P&L reports produce reports of the company's profits and losses. The reports can be customized by division, month, period, or time, and formatted in multi- or single-column. These reports can be printed in the normal CWU report format or to an Excel worksheet.	**Reports > P & L**
Transaction Listings	The transactions listings statement can be created based on journal code or actual order that transactions took place.	**Reports > Transaction Listings**
Chart of Accounts	Chart of Accounts — The Chart of Accounts reports list the Account Number, Level, Account Name, and Account Type. The Chart of Accounts Trial Balance lists the Account Number, Account Name, and corresponding debits and credits.	**Reports > Chart of Accounts**
Cash Flow	The Cash Flow report shows a company's cash flow on a cash basis.	**Reports > Cash Flow**
Accounts Payable	Accounts Payable reports show vendors, outstanding balances, and due dates and amounts for outstanding invoices.	**Reports > Accounts Payable**
Accounts Receivable	Accounts Receivable reports show customers, invoices, customer statements, aging reports, and sales tax records.	**Reports > Accounts Receivable**
Payroll	Payroll reports generate a variety of reports pertaining to employees and contractors. Once checks are printed, select **Reports** > **Payroll**. Scroll through the list and choose a report to view.	**Reports > Payroll**

Table 11-1: Report Types

Report	Description	Path
State Wage	The State Tax & Wage reports produce the wage report to be filed with each state's department of revenue. The information on the State Tax & Wage reports are generated from information on employee and contractor payroll entries. Each employee's payroll state is determined by the state information that was set up for the employee in **Employees** > **Employee Setup**. The State Wage Report can also be generated. CWU generates only one state per client. Select **Reports** > **State Tax & Wage** and choose the state, year, and quarter.	**Reports > State Tax & Wage**
Accountant Info	The Accountant Info report summarizes each client's contact and business information.	**Reports > Accountant Info**

Report Details

Review the following details for each report to determine which reports suit your specific office needs.

IMPORTANT

Some reports (mostly financials) require that the **Post Transactions** process be run prior to running the report. Each report description states if this process is required.

Reports stating "Run this report prior to running the **Post Transactions** process" are not required to be run as part of the **Post Transactions** process. The data for these reports is no longer available once the **Post Transactions** process is run.

For information on running the **Post Transactions** process, see "Posting Transactions" on page 165.

Interim Reports

Interim reports display the information that was entered for the current month or period. Use these reports to review the calculations and verify accuracy of the entries.

Interim Balance Sheet

Run this report prior to running the **Post Transactions** process.

NOTE This report is also produced as part of the **Post Transactions** process.

The report displays the accounts with a current transaction. There is a total for assets, liabilities, and capital. This information is displayed for the previous balance, transactions, and current balance. Previous balance, transactions, and current balance are shown.

To run the report, go to **Reports** > **Interim** > **Interim Balance Sheet**.

NOTE The report is formatted to use the account names, not account numbers. The initial debit and credit amounts entered when the Chart of Accounts was first created is shown in the report as the previous balance for the first month. The accounts are displayed if a transaction amount was entered year-to-date, even if the current month transaction is **0.00**.

Interim Profit And Loss

Run this report prior to running the **Post Transactions** process.

NOTE This report is also produced as part of the **Post Transactions** process.

The report displays the profit and loss for the current transactions listed in **Bookkeeping** > **Enter Transactions**. This includes the previous month year-to-date and percentages and year-to-date and percentages.

To run the report, go to **Reports** > **Interim** > **Interim Profit and Loss**.

NOTE The accounts used for the current journal are listed by account name. "Account Number" is not used for this report.

Trial Balance Worksheet (Start of Year)

Run this report prior to running the **Post Transactions** process.

NOTE This report is also produced as part of the **Post Transactions** process.

The report displays all account balances since the beginning of the year and includes the account number, level and name, the start of year balance for each account, amount posted to each account, and the current balance. The totals on the last page of the report reflect the total of the columns and do not necessarily represent a balanced calculation from right to left.

The "Adjustments" and "Ending" headings are included to identify where correcting transactions may need to be made. Print the report and write the adjustment amounts and ending balances on the report. Make correcting transactions at **Bookkeeping** > **Enter Transactions**.

To run the report, go to **Reports** > **Interim** > **Trial Balance Worksheet (Start of Year)**.

NOTE Negative amounts are indicated with negative sign (-) to the left of the amount. The initial debit and credit amounts entered when the Chart of Accounts was created shows in the report as "Start of Year."

Trial Balance Worksheet (Prior Period)

Run this report prior to running the **Post Transactions** process.

The report displays the account number, level and name, the ending balance for each account from the previous period (since the previous post), amount posted to each account, and the ending balance. The totals on the last page of the report reflect the total of the columns and do not necessarily represent a balanced calculation from right to left.

The "Adjustments" and "Ending" headings are included to identify where correcting transactions may need to be made. Print the report and write the adjustment amounts and ending balances on the report. Make correcting transactions at **Bookkeeping > Enter Transactions**.

To run the report, go to **Reports > Interim > Trial Balance Worksheet (Prior Period)**.

Profit And Loss Activity Report

Run this report prior to running the **Post Transactions** process.

NOTE This report is also produced as part of the **Post Transactions** process.

The report shows the current profit and loss activity. This includes accounts that were accessed in the current journal listed by account name. Gross profit and total expenses are calculated to produce the final net profit (or loss) for the current transactions. The information is listed under headers of "Current Transactions," "Year to Date," and "Percent (%)." Accounts that had a previous balance but were not used for the current month show "0.00" in the transaction column.

To run the report, go to **Reports > Interim > Profit and Loss Activity Report**.

Year-to-Date Reports

The Year-to-Date reports are based on the transactions that have been posted year-to-date. Only transactions that have been posted by the **Post Transactions** process are included in these reports.

YTD General Ledger

Run the **Post Transactions** process before running this report.

The report generates a year-to-date general ledger. This includes the transaction number, date, journal, reference, description, debit, and credit.

To run the report, go to **Reports > Year-to-Date > YTD General Ledger**.

NOTE Transactions are listed under the appropriate account number and total each account.

YTD General Ledger — ALT Format

Run the **Post Transactions** process before running this report.

The report is an alternate format for the year-to-date general ledger report. This includes the transaction number, date, journal, reference, description, beginning balance, transaction, and ending balance. Transactions are grouped by account number.

To run the report, go to **Reports > Year-to-Date > YTD General Ledger-ALT Format**.

NOTE The beginning balance displayed is the amount entered in the Chart of Accounts beginning debits and credits. The account ending balance displayed is the balance of the transactions posted through the **Post Transactions** process.

YTD Journal Code — Transaction Listing

Run the **Post Transactions** process before running this report.

The report is based on the journal selected from the **Select a Journal Code** list box. The journal choices are: GJ — General Journal, CD — Cash Disbursements, CR — Cash Receipts, PAY — Payroll, and BUD — Budget. Included is the transaction number, date, division, description, reference, account number, debit, and credit.

To run the report, go to **Reports > Year-to-Date > YTD Journal Code — Transaction Listing**.

NOTE There are no totals on this report.

YTD Transaction Listing

Run the **Post Transactions** process before running this report.

The report lists all transactions that have been entered in the journal and posted through the **Post Transactions** process. This includes the transaction number, date, journal, division, description, reference, account number, debit, and credit.

To run the report, go to **Reports > Year-to-Date > YTD Transaction Listing**.

NOTE The information is listed in order of transaction number.

Single Account YTD General Ledger

Run the **Post Transactions** process before running this report.

The report displays the transaction listing that has been entered in the journal and posted through the **Post Transactions** process. This includes the transaction number, date, journal, reference, description, debit, and credit.

To run the report, go to **Reports > Year-to Date > Single Account YTD General Ledger**.

NOTE

The beginning balance for this year from the Chart of Accounts is displayed. Transactions are listed in order by transaction number and account ending balance. Only transactions that were entered in the **Bookkeeping > Enter Transactions** and posted by the **Bookkeeping > Post Transactions** process are displayed in this report.

Single Account YTD General Ledger — ALT Format

Run the **Post Transactions** process before running this report.

The report is an alternate format for the single account year-to-date general ledger report. This includes the account number, transaction date, journal, reference number, description, beginning and ending balance, and the transaction amount.

To run the report, go to **Reports > Year-to Date > Single Account YTD General Ledger - ALT Format**.

NOTE

The beginning balance for this year from the Chart of Accounts is displayed. Transactions are listed in order by transaction number and account ending balance. Only transactions that were entered in the **Bookkeeping > Enter Transactions** and posted by the **Bookkeeping > Post Transactions** process are displayed in this report.

Balance Sheet Reports

Balance sheet reports provide a variety of formats for the balance sheets.

Prior Month Comparison

Run the **Post Transactions** process before running this report.

After selecting a month, the report displays the closing balances of accounts with activity for the selected month and the prior month. The difference is also displayed.

To run the report, go to **Reports > Balance Sheets > Prior Month Comparison**.

Prior Month Comparison — Excel

Run the **Post Transactions** process before running this report.

The report displays the closing balances of accounts with activity for the selected month and the prior month. The difference is also displayed.

To run the report, go to **Reports > Balance Sheets > Prior Month Comparison - Excel**.

Year-to-Date (All Posted Transactions)

Run the **Post Transactions** process before running this report.

The report displays the balances for assets, liabilities, and capital accounts for transactions posted to the general ledger since the start of the year thru the date selected.

To run the report, go to **Reports > Balance Sheets > Year-to-Date (All Posted Transactions)**.

Year-to-Date (All Posted Transactions) — Excel

Run the **Post Transactions** process before running this report.

The report displays the balances for asset, liability, and capital accounts for transactions posted to the general ledger since the start of the year thru the date selected.

To run the report, go to **Reports > Balance Sheets > Year-to-Date (All Posted Transactions) - Excel**.

Start Of Year Comparison

Run the **Post Transactions** process before running this report.

The report displays the balances for asset, liability, and capital accounts for transactions posted to the general ledger at the start of the year and on the date selected. The difference is also displayed.

To run the report, go to **Reports > Balance Sheets > Start of Year Comparison**.

Start Of Year Comparison — Excel

Run the **Post Transactions** process before running this report.

The report displays the balances for asset, liability, and capital accounts for transactions posted to the general ledger at the start of the year and on the date selected. The difference is also displayed.

To run the report, go to **Reports > Balance Sheets > Start of Year Comparison - Excel**.

Monthly

Run the **Post Transactions** process before running this report.

The report displays the balances for asset, liability, and capital accounts for the month selected (if the month has been posted).

To run the report, go to **Reports > Balance Sheets > Monthly**.

Monthly — Excel

Run the **Post Transactions** process before running this report.

The report displays the balances for asset, liability, and capital accounts for the month selected (if the month has been posted).

To run the report, go to **Reports > Balance Sheets > Monthly - Excel**.

Date Range

Run this report prior to running the **Post Transactions** process.

This report displays balances for Asset and Capital accounts.

To run the report, go to **Reports > Balance Sheets > Date Range**.

General Ledger Reports

The General Ledger reports are a complete set of all accounts used by a business to create the record of all debits and credits that are made to each account. The General Ledger is numbered and arranged in the same order and categories as the Chart of Accounts.

General Ledger

Run this report prior to running the **Post Transactions** process.

The report is generated based on the transactions entered prior to and for the current month. Only accounts with transactions are displayed. This includes the account number, account name, beginning debit and credit balances, transaction number, date, journal, reference, description, debit and credit, account name, ending balance, and debit and credit.

To run the report, go to **Reports > General Ledger > General Ledger**.

NOTE Accounts that are not affected by the current month transactions show the beginning and ending balance as the same figure. Accounts that are affected by the current month transactions show the beginning balance, the transaction, and the ending balance for the account.

General Ledger — ALT Format

Run this report prior to running the **Post Transactions** process.

The report displays the same information as the General Ledger report, but in a different format. This includes the account number, account name, beginning balance, transaction number, transaction date, transaction journal, transaction description, transaction amount, and account ending balance.

To run the report, go to **Reports > General Ledger > General Ledger-ALT Format**.

Single Account General Ledger

Run this report prior to running the **Post Transactions** process.

After selecting an account, the report displays transactions entered for that account for the current month (prior to the **Post Transactions** process). Accounts that are affected by the current month's transactions display the account number, account name, beginning debit and credit balances, transaction number, transaction date, transaction journal, transaction description, transaction amount and account ending balance.

To run the report, go to
Reports > General Ledger > Single Account General Ledger.

NOTE Accounts that are not affected by the current month transactions show the beginning and ending balance as the same figure.

Single Account General Ledger — ALT Format

Run this report prior to running the **Post Transactions** process.

The report displays the same information as the Single Account General Ledger report, but in a different format. This includes the account number, account name, beginning balance, transaction number, transaction date, transaction journal, transaction description, transaction amount, account name ending balance, and ending balance amount.

To run the report, go to
Reports > General Ledger > Single Account General Ledger-ALT Format.

Monthly General Ledger

Run the **Post Transactions** process before running this report.

The report displays individual account starting and ending balances and transactions entered for the month selected. This includes the account number, account name, beginning debit and credit balances, transaction number, date, journal, reference, description, debits and credits, account name, ending balance, and debit and credit.

To run the report, go to **Reports > General Ledger > Monthly General Ledger**.

Monthly General Ledger — ALT Format

Run the **Post Transactions** process before running this report.

The report displays individual account starting and ending balances and transactions entered for the month selected. This includes the account number, account name, beginning balance, transaction number, transaction date, transaction journal, reference, description, transaction amount, account name ending balance, and debits and credits.

To run the report, go to **Reports > General Ledger > Monthly General Ledger-ALT Format**.

Single Account Monthly General Ledger

Run the **Post Transactions** process before running this report.

After you select a reporting account and month, the report displays information regarding a specific account and month. This includes the account number, account name, beginning debit and credit balances, transaction number, transaction date, transaction journal, reference, description, and transaction debit and credit.

NOTE Each transaction is listed and includes the account name, ending balance, and ending debit and credit.

To run the report, go to
Reports > General Ledger > Single Account Monthly General Ledger.

Single Account Monthly General Ledger — ALT Format

Run the **Post Transactions** process before running this report.

After you select a reporting account and month, the report displays information regarding a specific account and month. This includes the account number, account name, beginning balance, transaction number, transaction date, transaction journal, reference, description, and transaction.

To run the report, go to
Reports > General Ledger > Single Account Monthly General Ledger-ALT Format.

NOTE Each transaction is listed and includes the account name, ending balance, and ending debit and credit.

General Ledger By Date

Run this report prior to running the **Post Transactions** process.

The report displays all transactions for individual accounts with account ending balances for the designated period. This includes the account number, account name,

transaction date, transaction journal, reference number, transaction description, debit and credit amounts, and ending account balances.

To run the report, go to **Reports > General Ledger > General Ledger By Date**.

General Ledger By Date — ALT Format

Run this report prior to running the **Post Transactions** process.

The report displays all transactions for individual accounts with account beginning and ending balances for the designated period. This includes the account number, account name, beginning balance, transaction date, transaction journal, reference number, transaction description, transaction amounts, and ending account balances.

To run the report, go to **Reports > General Ledger > General Ledger By Date-ALT Format**.

Single Account General Ledger By Date

Run this report prior to running the **Post Transactions** process.

The report displays all transactions for a selected account within the specified date range. This includes the account name and number, transaction date, transaction journal, reference number, description, transaction amounts (debit or credit), and ending account balance.

To run the report, go to
Reports > General Ledger > Single Account General Ledger By Date.

Single Account General Ledger By Date — ALT Format

Run this report prior to running the **Post Transactions** process.

This report is an alternate format of the Single Account General Ledger By Date report. The report includes the beginning and ending balance, the account name and number, transaction date, transaction journal, reference number, description, and transaction amounts

To run the report, go to
Reports > General Ledger > Single Account General Ledger By Date-ALT Format.

Profit & Loss (P&L) Reports

Profit and loss reports are based on income and expense entries.

1 Column Divisional P&L

Run the **Post Transactions** process before running this report.

The report displays the gross and net profit amounts and percentages based on the transactions that have been identified in payroll and journal entries with the division number.

To run the report, go to **Reports > P & L > 1 Column Divisional P&L**.

NOTE

Refer to the section in this manual under “Headers and Footnotes” on page 54 to assign division information. Divisions must be set up before generating any payroll or transaction data in order to be reflected in division reports.

1 Column Divisional P&L — Prints to Excel

Run the **Post Transactions** process before running this report.

The report displays the gross and net profit amounts and percentages based on the transactions that have been identified in payroll and/or journal entries with the division number.

To run the report, go to **Reports > P & L > 1 Column Divisional P&L-Prints to Excel**.

NOTE

Refer to the section in this manual under "Headers and Footnotes" on page 54 to assign division information. Divisions must be set up before generating any payroll or transaction data in order to be reflected in division reports.

2 Column Monthly vs. YTD P&L

Run the **Post Transactions** process before running this report.

The report displays a breakdown of transactions by account names using amount and percentage, and YTD and percentage. Gross profit and net profit (or loss) displays the amount and percentage and year-to-date and percentage.

To run the report, go to **Reports > P & L > 2 Column Monthly vs. YTD P&L**.

2 Column Monthly vs. YTD P&L — Prints to Excel

Run the **Post Transactions** process before running this report.

The report displays a breakdown of transactions by account names using amount and percentage, and YTD and percentage. Gross profit and net profit (or loss) displays the amount and percentage and year-to-date and percentage.

To run the report, go to **Reports > P & L > 2 Column Monthly vs. YTD P&L-Prints to Excel**.

1 Column P&L (Year to Date)

Run the **Post Transactions** process before running this report.

Based on income and expense transactions entered, the report displays a breakdown by account name with the year-to-date information for amount and percentage. This includes the gross profit amount and percentage, total expenses and percentage and net profit (or loss) amount and percentage.

To run the report, go to **Reports > P & L > 1 Column P&L (Year to Date)**.

1 Column P&L (Year to Date) — Prints to Excel

Run the **Post Transactions** process before running this report.

Based on income and expense transactions entered, the report displays a breakdown by account name with the year-to-date information for amount and percentage. This includes the gross profit amount and percentage, total expenses and percentage, and net profit (or loss) amount and percentage.

To run the report, go to **Reports > P & L > 1 Column P&L (Year to Date)-Prints to Excel**.

2 Column P&L (Year to Date)

Run the **Post Transactions** process before running this report.

The report is based on income and expense transactions that have been entered and the **Post Transactions** process performed. This includes the gross profit, total expenses and net profit (or loss), current amount and percentage and prior month gross profit, total expenses and net profit (or loss) amount and percentage.

To run the report, go to **Reports > P & L > 2 Column P&L (Year to Date)**.

2 Column P&L (Year to Date) — Prints to Excel

Run the **Post Transactions** process before running this report.

The report is based on income and expense transactions that have been entered and the **Post Transactions** process performed. This includes the gross profit, total expenses and net profit (or loss), current amount and percentage, and prior month gross profit, total expenses, and net profit (or loss) amount and percentage.

To run the report, go to **Reports > P & L > 2 Column P&L (Year to Date)-Prints to Excel**.

Budget vs. Actual

Run the **Post Transactions** process before running this report.

The report is a comparison of the actual profit and loss and the yearly budget. This includes the account names with gross profit broken down into actual, budget and difference, and net profit (or loss) broken down into actual, budget, and difference.

To run the report, go to **Reports > P & L > Budget vs. Actual**.

Budget vs. Actual — Prints to Excel

Run the **Post Transactions** process before running this report.

The report is a comparison of the actual profit and loss and the yearly budget. This includes the account names with gross profit broken down into actual, budget, and difference, and net profit (or loss) broken down into actual, budget, and difference.

To run the report, go to **Reports > P & L > Budget vs. Actual-Prints to Excel**.

Prorated Budget vs. Actual

Run the **Post Transactions** process before running this report.

The report is a comparison of the actual amounts and the prorated budget as entered in the Chart of Accounts. The prorated budget is the budgeted amount for the period that has been posted year-to-date.

To run the report, go to **Reports > P & L > Prorated Budget vs. Actual**.

Prorated Budget vs. Actual — Prints to Excel

Run the **Post Transactions** process before running this report.

The report is a comparison of the actual amounts and the prorated budget as entered in the Chart of Accounts. The prorated budget is the budgeted amount for the period that has been posted year-to-date.

To run the report, go to **Reports > P & L > Prorated Budget vs. Actual-Prints to Excel**.

Multi Column Divisional P&L

Run the **Post Transactions** process before running this report.

The report is a multi-divisional profit and loss report. Select the **Division** and **Number of Divisions** to include in the report. Included is the gross profit and net profit (or loss) of the selected divisions.

NOTE

The division selected appears as the first division on the report. The number of divisions chosen indicates how many consecutive divisions are to be included in the report. The number of divisions includes the division initially selected. (For example, select Division 3 and the number of divisions to include is 4. The report will include divisions 3, 4, 5, and 6.).

To run the report, go to **Reports > P & L > Multicolumn Divisional P&L**.

Multi Column Divisional P&L — Prints to Excel

Run the **Post Transactions** process before running this report.

The report is a multi-divisional profit and loss report. Select the **Division** and **Number of Divisions** to include in the report. Included is the gross profit and net profit (or loss) of the selected divisions.

NOTE

The division selected appears as the first division on the report. The number of divisions chosen indicates how many consecutive divisions are to be included in the report. The number of divisions includes the division initially selected. (For example, select Division 3 and the number of divisions to include is 4. The report will include divisions 3, 4, 5 and 6.).

To run the report, go to **Reports > P & L > Multicolumn Divisional P&L-Prints to Excel**.

Multi Column Monthly P&L

Run the **Post Transactions** process before running this report.

After selecting a month and number of months to include, the report displays calculations for those months based on entries made prior to the last **Post Transactions** process. Calculations are listed by the account name with totals for gross and net profit (or loss).

To run the report, go to **Reports > P & L > Multicolumn Monthly P&L**.

NOTE

The month selected is the first month of the report. The number of months chosen indicates how many consecutive months are included in the report. The number of months includes the month initially selected. (For example, select the month of May and the number of months is four. The report includes the months of May, June, July, and August.

Multi Column Monthly P&L — Prints to Excel

Run the **Post Transactions** process before running this report.

After selecting a month and number of months to include, the report displays calculations for those months based on entries made prior to the last **Post Transactions** process. Calculations are listed by the account name with totals for gross and net profit (or loss).

To run the report, go to **Reports > P & L > Multicolumn Monthly P&L-Prints to Excel**.

NOTE The month selected is the first month of the report. The number of months chosen indicates how many consecutive months are included in the report. The number of months includes the month initially selected. (For example, select the month of May and the number of months is four. The report includes the months of May, June, July, and August.

Monthly Prior Year Comparison

Run the **Post Transactions** process before running this report.

The report compares gross and net profit and loss for a selected month of this year and last year. This includes the account name, account amount, and percentage. The report also shows total income and total gross profit (or loss).

To run the report, go to **Reports > P & L > Monthly Prior Year Comparison**.

NOTE The current year is listed first.

Monthly Prior Year Comparison — Prints to Excel

Run the **Post Transactions** process before running this report.

The report compares gross and net profit and loss for a selected month of this year and last year. This includes the account name, account amount, and percentage. The report also shows total income and total gross profit (or loss).

To run the report, go to **Reports > P & L > Monthly Prior Year Comparison-Prints to Excel**.

NOTE The current year is listed first.

P&L By Date

Run this report prior to running the **Post Transactions** process.

The report displays gross profit and expense amounts and percentage of change over the date range. Total expenses and net profit (or loss) is also shown.

To run the report, go to **Reports > P & L > P & L By Date**.

1 Column Divisional P&L By Date

Run this report prior to running the **Post Transactions** process.

The report displays gross profit and expense amounts and percentage of change over the date range for a specified division. Total expenses and net profit (or loss) is also shown.

NOTE

Refer to the section in this manual under "Headers and Footnotes" on page 54 to assign division information. Divisions must be set up before generating transaction data in order to be reflected in division reports.

To run the report, go to **Reports > P & L > 1 Column Divisional P&L By Date**.

Transaction Listing Reports

Transaction Listing reports are based on transactions for periods that have been entered in **Bookkeeping > Enter Transactions**.

Journal Code — Transaction Listing

Run this report prior to running the **Post Transactions** process.

The report generates a list of current transactions based on the journal selected. This includes the transaction number, transaction date, division, description, reference used for the transaction, account number, debit and credit entries, and debit and credit totals.

To run the report, go to **Reports > Transaction Listings > Journal Code — Transaction Listing.**

NOTE

Sort order is either **Normal Sort** or **Sort by Reference Number**. **Normal Sort** order displays transactions in the order they were entered. **Sort by Reference Number** lists transactions by order of reference number assigned to the transactions.

Transaction Listing

Run this report prior to running the **Post Transactions** process.

The report displays transactions in the order they were entered for the current month. This includes the transaction number, transaction date, transaction journal, division, transaction description, reference used for the transaction, account number, debit and credit amounts, and debit and credit totals.

To run the report, go to **Reports > Transaction Listings > Transaction Listing**.

Transaction Listing (Wide Format)

Run this report prior to running the **Post Transactions** process.

The report displays transactions in the order they were entered for the current month. This includes the transaction number, transaction date, transaction journal, division, codes for employees, vendors, and contractors, transaction description, reference used for the transaction, account number, debit and credit amounts, and debit and credit totals.

To run the report, go to
Reports > Transaction Listings > Transaction Listing (Wide Format).

Monthly Transaction Listing

Run this report prior to running the **Post Transactions** process.

The report displays transactions for the selected month in the order entered into **Bookkeeping > Enter Transactions**. This includes the transaction number, transaction date, journal, division, description, reference used for the transaction, account number, and debit and credit.

To run the report, go to
Reports > Transaction Listings > Monthly Transaction Listing.

Transaction Listing By Date

Run this report prior to running the **Post Transactions** process.

The report displays transactions for the selected date range in the order entered. This includes the transaction number, transaction date, journal, division, description, reference used for the transaction, account number, debits, credits, and debit and credit totals.

To run the report, go to
Reports > Transaction Listings > Transaction Listing By Date.

Monthly Transaction Listing - Sorted By Date

Run this report prior to running the **Post Transactions** process.

The report displays transactions for the selected month sorted by the transaction date. This includes the transaction number, transaction date, journal, division, description, reference used for the transaction, account number, debits, credits, and debit and credit totals.

To run the report, go to

Reports > Transaction Listings > Monthly Transaction Listing - Sorted By Date.

Transaction Listing By Date - Sorted By Date

Run this report prior to running the **Post Transactions** process.

The report displays transactions for the selected month sorted by the transaction date. This includes the transaction number, transaction date, journal, division, description, reference used for the transaction, account number, debits, credits, and debit and credit totals.

To run the report, go to

Reports > Transaction Listings > Transaction Listing By Date - Sorted By Date.

Archived Bank Reconciliations

This report recreates the Bank Reconciliation report from previously completed bank reconciliations. This includes the transaction date, reference number, description, debit or credit amount, cleared transaction totals, adjusted bank balance, closing book balance, and unreconciled balance.

To run the report, go to

Reports > Transaction Listings > Archived Bank Reconciliations.

Chart of Accounts Reports

Chart of Accounts Listing

Run the **Post Transactions** process before running this report.

The report is of the Chart of Accounts and displays and prints the Chart of Accounts. This includes the account number, level, account name, account type, and starting balance.

To run the report, go to **Reports > Chart of Accounts > Chart of Accounts Listing**.

NOTE Current account balances are not included in this report.

Trial Balance — Current

Run the **Post Transactions** process before running this report.

The report displays the current Chart of Accounts trial balance. This includes the account number, account name, and debit and credit amounts.

To run the report, go to **Reports > Chart of Accounts > Trial Balance - Current**.

Trial Balance By Date

Run this report prior to running the **Post Transactions** process.

The report displays the current balance of each level zero account in the Chart of Accounts based on the **As of** date entered. This includes the account number, account name, and debit and credit balances.

To run the report, go to **Reports > Chart of Accounts > Trial Balance By Date**.

Chart of Accounts — Prints to Excel

Run the **Post Transactions** process before running this report.

The report displays the current balance and monthly balances of all accounts in the Chart of Accounts. This includes the account number and name, account type and level, budget, current balance and start of year balance, monthly balances (January - December), and divisional balances.

To run the report, go to **Reports > Chart of Accounts-Prints to Excel**.

Chart of Accounts Listing - No Beginning Balances

Run the **Post Transactions** process before running this report.

The report is of the Chart of Accounts and displays and prints the Chart of Accounts. This includes the account number, level, account name, and account type. These is also a column for notes.

To run the report, go to **Reports > Chart of Accounts > Chart of Accounts Listing - No Beginning Balances**.

NOTE Current account balances are not included in this report.

Cash Flow Reports

Cash Flow By Date

Run this report prior to running the **Post Transactions** process.

NOTE

Only accounts designated in the Chart of Accounts with a **Cash Flow Classification** of **Operating**, **Investing**, or **Financing** appear in the Cash Flow report. Accounts with a **Cash Flow Classification** of **N/A** (no classification) do not appear on the Cash Flow report.

This report uses the Indirect method. It starts with Net Income for the selected period and makes adjustments for all accrual based accounting transactions, such as Accounts Payable and Accounts Receivable, to report a company's cash flow on a cash basis.

This report displays Cash Flow From and Net Cash Provided by Operating, Investing, and Financing activities. The Net Increase (or Decrease) in cash is also displayed along with the cash at the beginning and end of the period.

To run the report, go to **Reports > Cash Flow > Cash Flow By Date**.

Accounts Payable Reports

These reports are not dependent on posting transactions so they may be run either before or after running the **Post Transactions** process.

NOTE

Select **Mask SSN** to have Social Security Numbers appear in Accounts Payable, Payroll, and Accountant Info Reports as XXX-XX-1234. This option remains selected until the check box is cleared.

Vendor Listing

The report displays basic information about each vendor for the current client. This includes the vendor code, company name, contact name, SSN/EIN, phone number, address, and the cash and expense accounts. You can sort the report by **Vendor Company Name** or **Vendor Code**.

To run the report, go to **Reports > Accounts Payable > Vendor Listing**.

Open Invoice Report

The report displays information about invoices entered in Client Write-Up that are not paid in full. They could be partially paid or not paid at all. This includes the vendor code, vendor name, invoice number and date, the invoice amount, due date, discount amount, status (Unpaid or Partially Paid), payments made, and the net invoice amount. The net invoice amount is the actual amount owed (invoice amount less any discounts and rebates plus late fees, insurance, taxes, shipping charges, and any other charges). This report is sorted by invoice number.

To run the report, go to **Reports > Accounts Payable > Open Invoice Report**.

Cash Requirements Report

The report displays the due date, amount due on that date, and a running total of the net amount due. This includes the due date, vendor code, vendor name, invoice number, invoice date and amount, the discount, net due, total of invoices for each date, and the running total of all outstanding invoices. This reports is sorted by invoice due date.

To run the report, go to **Reports > Accounts Payable > Cash Requirements Report**.

List NonVendors with Activity

The report displays the check register for NonVendor checks printed based on a starting and ending date range. Only NonVendors with activity within these dates are included. The report includes each NonVendor's name, address, each check date, check number, and check amount, the total number of checks printed and total check amount for each NonVendor, and the number of voids.

To run the report, go to
Reports >Accounts Payable > List NonVendors with Activity.

Live Vendor Check Register

The report displays the check register for vendor checks printed based on a starting and ending date range. This includes the check number, check date, the payee, check amount, and if the check was voided. A total count for valid checks written, voids, and the total amount for valid checks written is included.

To run the report, go to
Reports >Accounts Payable > Live Vendor Check Register.

Vendor Payments Register

The report displays the payment register (live and ATF) for vendor payments based on a starting and ending date range. This includes the check number and payment type, live or ATF, payment date, the payee, check amount, invoice ID and invoice number. Also included is a count of the number of live payments and ATF payments broken down by type of payment (cash, check, credit card, electronic transfer, and other). Each of these payment types are totaled with a grand total count and grand total amount listed.

To run the report, go to **Reports >Accounts Payable > Vendor Payments Register**.

List NonVendors with Activity — Omit Voids

The report displays the check register for NonVendor checks printed based on a starting and ending date range. Only NonVendors with activity within these dates are included. Checks that have been voided are not included in this report. The report includes each NonVendor's name, address, each check date, check number, and check amount, the total number of checks printed and total check amount for each NonVendor.

Select to include all NonVendors with activity or report on a single NonVendor's activity.

To run the report, go to
Reports >Accounts Payable > List NonVendors with Activity - Omit Voids.

Live Vendor Check Register — Omit Voids

The report displays the check register for vendor checks printed based on a starting and ending date range. Checks that have been voided are not included in this report. This includes the check number, check date, the payee, check amount, total number of valid checks written, voids, and the total amount for valid checks written.

To run the report, go to **Reports >Accounts Payable > Live Vendor Check Register - Omit Voids**.

Accounts Receivable Reports

These reports are not dependent on posting transactions so they may be run either before or after running the **Post Transactions** process.

Customer List

The report displays detailed information about each customer or for an individual customer of the current client. This includes their status, billing and shipping addresses, discount rate, credit limit, debit and credit year-to-date amounts, and their current balance. Sort the report by **Customer Name** or **Customer Code**.

To run the report, go to **Reports > Accounts Receivable > Customer List**.

Invoices

Use this report to batch print invoices. Select to display either **Product Invoices** or **Service/Professional Invoices**. Next, select a range of consecutive invoices by clicking on the first invoice to print and, while holding the SHIFT key down, click on the last invoice to print. To print non-consecutive invoices, click on the first invoice then, while holding the CONTROL key down, select the other invoices to print.

Select the date to appear on the invoices.

To run the report, go to **Reports > Accounts Receivable > Invoices**.

Customer Statement

Use this report to print a customer's monthly statement. Select the Customer and the Start and End Dates.

The statement includes the client information, the customer name, address, and customer ID, the statement date and period ending date, invoice numbers and dates, whether the transaction is an invoice or a return, the transaction type, debit and credit entries (and totals), and a running balance.

To run the report, go to **Reports > Accounts Receivable > Customer Statement**.

Customer Statement — Balance Owed

This is the same report as the **Customer Statement** except that only statements for customers with an outstanding balance owed prints. If the customer has either a credit balance or a zero balance, the report is blank. Select the Customer and the Start and End Dates.

The statement includes the client information, the customer name, address, and customer ID, the statement date and period ending date, invoice numbers and dates, whether the transaction is an invoice or a return, the transaction type, debit and credit entries (and totals), and a running balance.

To run the report, go to **Reports > Accounts Receivable > Customer Statement - Balance Owed**.

Past Due Report

This is a past due aging report for all customers with an outstanding balance. Select the date to print at the top of the report. Information included is the Customer Code, Customer Name, and the amount past due for each client 1-30 days, 31-60 days, 91-120 days, and over 120 days. Individual client totals, totals of all clients for each aging period, and a grand total past due is also included.

To run the report, go to **Reports > Accounts Receivable > Past Due Report**.

Aged Receivables Report

This report shows every invoice by customer and the amount current and overdue. This includes the customer code, customer name, invoice number, invoice date, due date, amount current, amount overdue, total amount current, total amount overdue, number of days overdue by individual invoice. The number of invoices past due are counted and totaled by aging periods. Totals of all invoices past due by aging period are included.

To run the report, go to
Reports > Accounts Receivable > Aged Receivables Report.

Sales Tax Record List

The report displays detailed information about each sales tax record entered. This includes the sales tax code and name, the tax rate, if the tax is sales tax or freight tax exempt, and the maximum taxable amount for each. Sort the report by sales tax code or sales tax name.

To run the report, go to **Reports > Accounts Receivable > Sales Tax Record List**.

Sales Tax Summary

This report displays detailed information about the amount of sales tax charged customers sorted by either sales tax name or sales tax code. This report is useful in determining the amount of sales tax to pay each state, county, and city. The detail on the report includes the state, county, and city name, the amount of sales tax collected for each entity, taxable and non-taxable sales, taxable and non-taxable shipping charges, and total sales. Select to run a sales tax summary listing for all tax codes or a single tax code.

To run the report, go to **Reports > Accounts Receivable > Sales Tax Summary**.

Payroll Reports

Payroll reports generate a variety of reports regarding employees and contractors. These reports are not dependent on posting transactions so they may be run either before or after running the **Post Transactions** process.

NOTE

Select **Mask SSN** to have Social Security Numbers appear in Accounts Payable, Payroll, and Accountant Info Reports as XXX-XX-1234. This option remains selected until the check box is cleared.

Check Register — Contractor

The report displays a check register for contractors. This includes the check number, check date, payee, check amount, and the total of all checks in the date range selected.

To run the report, go to **Reports > Payroll > Check Register - Contractor**.

Check Register — Employee

The report displays a check register for employees. This includes the check number, check date, payee, check amount, and the total of all checks in the date range selected.

To run the report, go to **Reports > Payroll > Check Register - Employee**.

Contractor List

The report displays basic information about each contractor for the current client. Use this report for contractor verification. This includes the contractor code, SSN/EIN, name, division, phone number, and address. Sort the report by contractor name or contractor code.

To run the report, go to **Reports > Payroll > Contractor List**.

Detailed Employee List

The report displays detailed information about each employee for the current client. This includes payroll, tax detail, payroll earnings information, and HIRE Act eligibility. Sort the report by **Employee Name** or **Employee Code**.

To run the report, go to **Reports > Payroll > Detailed Employee List**.

NOTE The report can be run for all employees or for an individual employee.

Employee List

The report displays basic information about each employee for the current client. Use this report for employee verification. This includes employee code, SSN/EIN, name, division, phone number, and address. You can sort the report by **Employee Name** or **Employee Code**.

To run the report, go to **Reports > Payroll > Employee List**.

Payroll Journal — Employees

The report is based on the date checks were written. This includes the employee code, employee name, employee SSN, check number, check date, pay rate, regular earnings, regular pay, pay per piece, gross pay, FICA, Medicare, federal, state, tips, benefits and deductions, net pay, and transaction number. Sort the report by **Employee Name**, **Employee Code**, or **Division**, then select a report type: **Payroll Journal** or **Payroll Journal for an Individual**. The report prints subtotals by either employee or division, depending on which sort option was selected.

To run the report, go to **Reports > Payroll > Payroll Journal — Employees**.

NOTE Checks are listed individually for each employee with totals for the date range selected and year to date. A total for all employees for the date range and year to date is also displayed.

Payroll Journal — Employees Expanded

The report displays all income, benefits, deductions and withholding information for either an individual or all employees based on a starting and ending date range. This includes the employee code, employee name, employee SSN, check number, check date, net pay, medicare, FICA, state, federal, and local tax withholding, tips, sick pay, overtime pay, holiday and vacation pay, total of benefits and deductions, commissions, and number of pieces. Sort the report by **Employee Name**, **Employee Code**, or **Division**, then select a report type: **Payroll Journal** or **Payroll Journal for an Individual**.

To run the report, go to **Reports > Payroll > Payroll Journal — Employees Expanded**.

Payroll Journal — Contractors

The report is based on the date the check was written. This includes the check number, check date, gross pay, federal withholding, state withholding, net pay, transaction number, contractor code, contractor name, and SSN/EIN. Sort the report by **Contrac-**

tor Name, **Contractor Code**, or **Division**, then select a report type: **Payroll Journal** or **Payroll Journal for an Individual**.

To run the report, go to **Reports > Payroll > Payroll Journal — Contractors**.

NOTE

Checks are listed individually for each contractor with totals for the date range selected and year to date. A total for all contractors for the date range and year to date is also displayed.

Payroll Report — Contractors

The report is based on the pay period ending date and displays the individual contractor totals and the total of all contractors. This includes the name, date, check number, gross pay, federal withholding, state withholding, and net pay. Sort the report by the **Contractor Name** or **Contractor Code**, **Date**, or **Division**, then select a report type: **Full Payroll Listing**, **Unpaid Payroll Listing**, or **Payroll Listing for an Individual**.

To run the report, go to **Reports > Payroll > Payroll Report — Contractors**.

Payroll Report — Employees

The report is based on the pay period ending date entered on the check and displays the total of all checks. This includes the name, pay period ending date, check number, regular hours, overtime hours, tips, pay rate, regular earnings, regular pay, pay per piece, gross pay, Social Security, Medicare, federal withholding, state withholding, deductions, benefits, and net pay. Sort the report by the **Employee Name**, **Employee Code**, **Date**, or **Division**, then choose a report type: **Full Payroll Listing**, **Unpaid Payroll Listing**, or **Payroll Listing for an Individual**.

To run the report, go to **Reports > Payroll > Payroll Report — Employees**.

Payroll Report — Employees Expanded

The report displays all income, benefits, deductions and withholding information for either an individual or all employees based on a starting and ending date range. This includes the employee name, check number, check date, net pay, regular hours and overtime hours, gross pay, medicare, social security, state, federal, and local tax withholding, tips, sick pay, overtime pay, holiday and vacation pay, total of benefits and deductions, commissions, and number of pieces. Sort the report by **Employee Name**, **Employee Code**, **Date or Division**, then select a report type: **Full Payroll Listing, Unpaid Payroll Listing,** or **Payroll Listing for an Individual**.

To run the report, go to **Reports > Payroll > Payroll Report — Employees Expanded**.

Tax Liability Report by Check Date

The report displays the tax liability for the employee and the employer with the exception of the employer's federal and state liability. Included for the employee is the federal, state, Medicare, and Social Security (plus totals). Included for the employer is Medicare and Social Security (plus totals). The employer’s HIRE Act reduction is also included.

To run the report, go to **Reports > Payroll > Tax Liability Report by Check Date**.

NOTE

FUTA is reported on **Reports > Payroll > FUTA Journal**. All state information for the employer is on **Report > State Wage Reports** (appropriate state and quarter).

Withholdings

The report is based on information in **Employees > Deductions & Benefits** and **Employees > Employee Setup** (**Deductions** and **Benefits** tabs). This includes the employee name, date, and name of deductions or benefits (depending on report selection). Each benefit or deduction shows a total for each employee and a total for all employees. Sort the report by **Employee Name**, **Employee Code**, or **Date**, then select a report type: **Benefits** or **Deductions**.

To run the report, go to **Reports > Payroll > Withholdings**.

NOTE The report does not include federal, state, Medicare, or Social Security withholding amounts.

Withholdings (Wide Format)

The report is based on information in **Employees > Deductions & Benefits** and **Employees > Employee Setup** (**Deductions** and **Benefits** tabs). This includes the employee name, date, and name of deductions or benefits (depending on report selection). Each benefit or deduction shows a total for each employee and a total for all employees. Sort the report by **Employee Name**, **Employee Code**, or **Date**, then choose a report type: **Benefits** or **Deductions**.

To run the report, go to **Reports > Payroll > Withholdings (Wide Format)**.

NOTE The report does not include federal, state, Medicare, or Social Security withholding amounts.

Hours Report — Employees

The report is based on the hours worked information from live payroll and ATF payroll. This includes the employee name, employee code, date, regular hours, regular pay, overtime hours, overtime pay, vacation hours, holiday hours, sick hours, vacation/holiday/sick pay, and gross pay. Sort the report by **Employee Name**, **Employee Code**, or **Date**, then by report type: **Payroll Hours** or **Payroll Hours Listing for an Individual**.

NOTE OT Pay displays either the full overtime pay or just the overtime premium depending upon the selection in the **Employees > Account & Payroll Information > Payroll Options** tab.

If **Store all overtime pay separate from regular pay** is selected, all overtime pay displays under **OT Pay** on the Hours Report.

If **Store all overtime pay separate from regular pay** is not selected, only the OT premium displays under **OT Pay** on the Hours Report.

To run the report, go to **Reports > Payroll > Hours Report — Employees**.

FUTA Journal

The report displays the employer's annual federal unemployment (FUTA) tax return report.

The information is generated from data entered on the **Firm > Firm Info./ Global Settings**, **Employees > Account & Payroll Information**, **Employees > Employee Setup**. This includes the federal wage base, employee name, employee code, employee SSN, check number, check date, wages subject to taxes, taxable wages, and FUTA tax. This information is also broken down by quarter. The

quarterly summary includes the quarter number, number of transactions for the quarter, subject wages, taxable wages, and FUTA tax. There is a grand total for the number of transactions, wages subject to taxes, taxable wages, and FUTA tax. You can sort the report by **Employee Name** or **Employee Code**, then by report type: **Full FUTA Journal Listing** or **FUTA Journal Summary Listing**.

To run the report, go to **Reports > Payroll > FUTA Journal**.

SUTA Journal

The report displays the employer's annual state unemployment (SUTA) tax return report. Sort the report by employee name or employee code and select to display a full FUTA journal listing or a FUTA journal summary listing. The report includes a breakdown by quarter of the number of transactions, the subject and taxable wages, SUTA tax, and check number and check date.

To run the report, go to **Reports > Payroll > SUTA Journal**.

401K Report

The report displays the amount of the employee's 401K contribution and the employer's matching contribution. Sort the report by employee name, employee code, date, or division. The report includes the employee name, pay period date, check number, employee 401K amount, employer 401K match, and totals for each employee.

To run the report, go to **Reports > Payroll > 401K Report**.

Consolidated Check Register

The report displays individual printed check information for a date range for vendors, employees, and contractors. Totals for each of these groups are displayed and a grand total of all three groups is displayed. The report includes the check number, check date, payee, and check amount. The employee status (hourly, salaried, commission, officer salary, etc.) is also displayed.

To run the report, go to **Reports > Payroll > Consolidated Check Register**.

Tax Liability Report by Pay Period End Date

The report displays the total withholding amounts for a date range based on the pay period ending date rather than check dates. These include the total employee portion of Federal, Medicare, Social Security, State, and Local withholding. The employers total of Medicare and Social Security withholding is also included. Totals for each of these categories are listed along with the grand total tax liability.

To run the report, go to
Reports > Payroll > Tax Liability Report by Pay Period End Date.

Withholdings — by Check Date

The report displays the deduction amounts or the benefit amounts for a date range based on the check date. Sort the report by employee name, employee code, or date. The report includes the employee name, check date, the deduction or benefit name, amount withheld for the each deduction or benefit, subtotals and totals for each deduction and benefit.

To run the report, go to **Reports > Payroll > Withholdings - by Check Date**.

State Tax & Wage Reports

These reports are the state wage reports. Select the processing payroll state. Reports are generated for the current year only. Select a quarter for the report.

These reports are not dependent on posting transactions so they may be run either before or after running the **Post Transactions** process.

The information for these reports is generated by data entered in **Setup > Client Information**, **Firm > Firm Info./Global Settings**, **Employees > Account & Payroll Information**, and **Employees > Employee Setup**.

To run the report, go to **Reports > State Tax & Wage**.

Information in the white data entry fields can be edited. Once the information is verified, click **Save** to view the final report.

CWU does not electronically file state wage reports. If additional state information is needed, please contact CWU Support at (828) 349-5547.

Accountant Info Reports

These reports are not dependent on posting transactions so they may be run either before or after running the **Post Transactions** process.

NOTE Select **Mask SSN** to have Social Security Numbers appear in Accounts Payable, Payroll, and Accountant Info Reports as XXX-XX-1234. This option remains selected until the check box is cleared.

Client Detail List

This report summarizes each client's contact and business information. The information comes from **Setup > Client Information > Contact Information** and **Setup > Client Information > Business Information**. You can sort the report by **Client Name** or **Client Code**, then by report type: **Client Info Detail List** or **Detail Info List for a selected client.**

To run the report, go to **Reports > Accountant Info > Client Detail List**.

Client List

This report lists each client's name, client code, business type, and EIN. The information comes from **Setup > Client Information > Contact Information** and **Setup > Client Information > Business Information**. You can sort the report by **Client Name** or **Client Code**.

To run the report, go to **Reports > Accountant Info > Client List**.

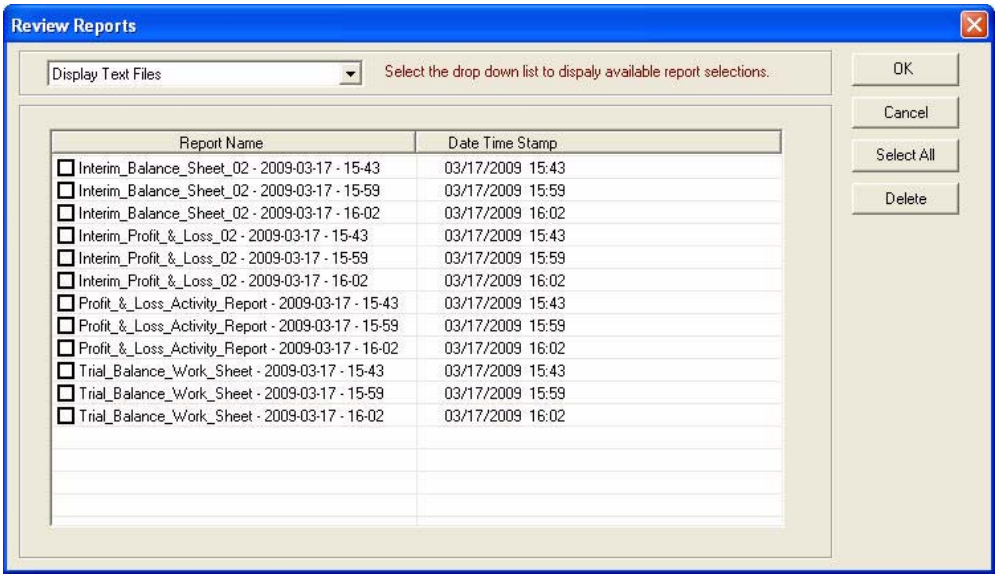
Report Review

This option displays the reports that have been generated by Client Write-Up and enables you to reprint a previously produced report.

To review a previously produced CWU report, complete the following steps:

1. Go to **Reports > Report Review**.

Figure 11-2: Report Review


Review Reports
Display Text Files
Select the drop down list to dispaly available report selections.
OK
Cancel
Select All
Delete
Report Name
Date Time Stamp
Interim_Balance_Sheet_02 - 2009-03-17 - 15-43 03/17/2009 15:43
Interim_Balance_Sheet_02 - 2009-03-17 - 15-59 03/17/2009 15:59
Interim_Balance_Sheet_02 - 2009-03-17 - 16-02 03/17/2009 16:02
Interim_Profit_&_Loss_02 - 2009-03-17 - 15-43 03/17/2009 15:43
Interim_Profit_&_Loss_02 - 2009-03-17 - 15-59 03/17/2009 15:59
Interim_Profit_&_Loss_02 - 2009-03-17 - 16-02 03/17/2009 16:02
Profit_&_Loss_Activity_Report - 2009-03-17 - 15-43 03/17/2009 15:43
Profit_&_Loss_Activity_Report - 2009-03-17 - 15-59 03/17/2009 15:59
Profit_&_Loss_Activity_Report - 2009-03-17 - 16-02 03/17/2009 16:02
Trial_Balance_Work_Sheet - 2009-03-17 - 15-43 03/17/2009 15:43
Trial_Balance_Work_Sheet - 2009-03-17 - 15-59 03/17/2009 15:59
Trial_Balance_Work_Sheet - 2009-03-17 - 16-02 03/17/2009 16:02

2. From the drop list at the top left, filter reports by display format including text, Rich Text Format (RTF) file, Microsoft Word, Microsoft Works, PDF format, DDOC file format, Excel, Direct Deposit reports in PDF, Excel, and Comma Separated Value (CSV) formats, Direct Deposit transmission reports in text (TXT) format and 94X series tax returns. **Display Release Notes** shows specific information about each update of the Client Write-Up program that has been downloaded and installed.
3. Click a column to sort the list in ascending or descending order by report name or date time stamp.
4. Select the box beside the report you wish to review then click **OK**.
5. Select the program you wish to use to view the report from the **Open With** window and click **OK**.

Delete — Delete saved reports by selecting the report and click **Delete**.

12 Tools

This section reviews the following:

- The various tools and file maintenance utilities available on the **Tools** menu.
- Details on additional utilities and tools in Client Write-Up.

Installing Program Updates

Use this function to update the Client Write-Up program files on your computer.

IMPORTANT

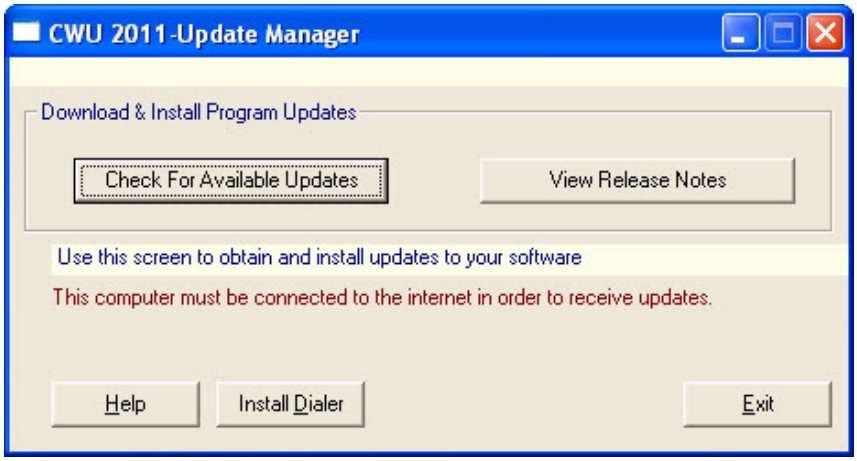
An Internet connection is required for this option.

If you are on a network, everyone on the network must be out of the program to install an update.

Complete the following steps to download and install updates:

1. Go to **Tools** > **Install Program Updates**. CWU uses your Internet connection to connect to Drake.

Figure 12-1: Update Manager


CWU 2011-Update Manager
Download & Install Program Updates
Check For Available Updates
View Release Notes
Use this screen to obtain and install updates to your software
This computer must be connected to the internet in order to receive updates.
Help
Install Dialer
Exit

2. Click **Check for Available Updates**. CWU connects to Drake to determine update needs on your computer.
3. If updates are found, the number of updates available displays. Click **Get Updates**. Updates are downloaded and installed into your CWU program. If no updates were found, click **Exit**.

Viewing Release Notes

Each time CWU program updates are downloaded and installed, specific information about each update is also downloaded.

Complete the following steps to view the release notes:

1. Go to **Tools > Install Program Updates**.
2. Click **View Release Notes**.
3. Select the box next to the release notes you wish to view.
4. Click **OK**.
5. Select the program you wish to use to view the release notes.
6. Click **OK**.

NOTE You can also view release notes by going to **Reports > Report Review** and selecting **Display Release Notes** from the drop list.

Drake Dialer

The *Drake Dialer* is a dial-up connection to Drake Software that can be used to download Client Write-Up software updates.

To install the *Drake Dialer,* go to **Tools > Install Program Updates**. Click the **Install Dialer** button at the bottom of the window. A new dial-up connection is installed to the computer

When CWU attempts to download program updates, it first looks for a regular Internet connection. If no connection is found, the *Drake Dialer* is invoked. A modem with a phone line attached is required in order to use the *Drake Dialer.* This connection is a long distance call.

Update Prior Year Clients

Bring forward all client setup information from the Client Write-Up 2009 program. Wait until the **Year End Close** process has been performed for the prior year so the COA information can be updated.

If **Update Prior Year Clients** is run before closing out CWU 2010, the client's COA is copied into CWU 2011 with no balances. CWU 2011 continues to check if the **Year End Close GL** process has been run in CWU 2010. If it has, you will be prompted to update your bookkeeping whenever you access the CWU 2011 Chart of Accounts.

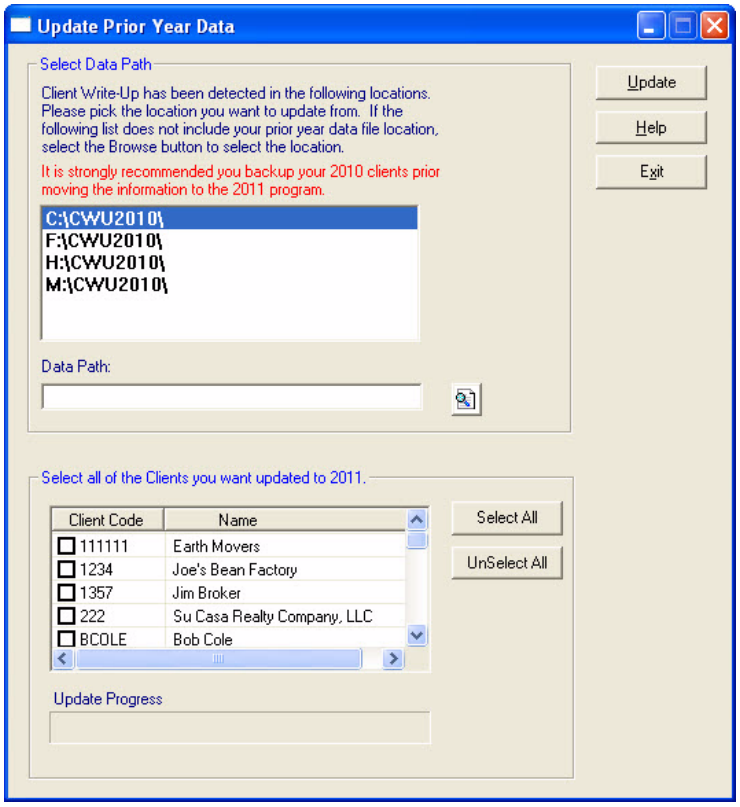
WARNING Once you have run **Update Prior Year Clients**, do not continue to enter payroll into CWU 2010.

To update Client Write-Up clients from a prior year, complete the following steps:

WARNING Close all other instances of Client Write-Up before updating prior year clients. Only CWU 2011 should be running.

1. Go to **Tools > Update Prior Year Clients**.

Figure 12-2: Update Prior Year Clients


Update Prior Year Data
Select Data Path
Client Write-Up has been detected in the following locations. Please pick the location you want to update from. If the following list does not include your prior year data file location, select the Browse button to select the location.
It is strongly recommended you backup your 2010 clients prior moving the information to the 2011 program.
C:\CWU2010\
F:\CWU2010\
H:\CWU2010\
M:\CWU2010\
Data Path:
Update
Help
Exit
Select all of the Clients you want updated to 2011.
Client Code
Name
111111 Earth Movers
1234 Joe's Bean Factory
1357 Jim Broker
222 Su Casa Realty Company, LLC
BCOLE Bob Cole
Select All
UnSelect All
Update Progress

2. Select the location of the client files to convert to the 2011 program by clicking the location. If the proper location isn't displayed, click the browse icon ( ) and navigate to the correct location.
3. The client files in the selected location are displayed at the bottom of the dialog box. Select the individual client files by clicking the box, or click **Select All** to covert all clients in this location.
4. Click **Update**.

File Maintenance

The file maintenance features include backing up, restoring, and deleting client files. To access Client Write-Up file maintenance features, go to **Tools > File Maintenance**.

Auto Backup

Set up CWU to automatically backup client files at designated times or use the **Backup** speed button (

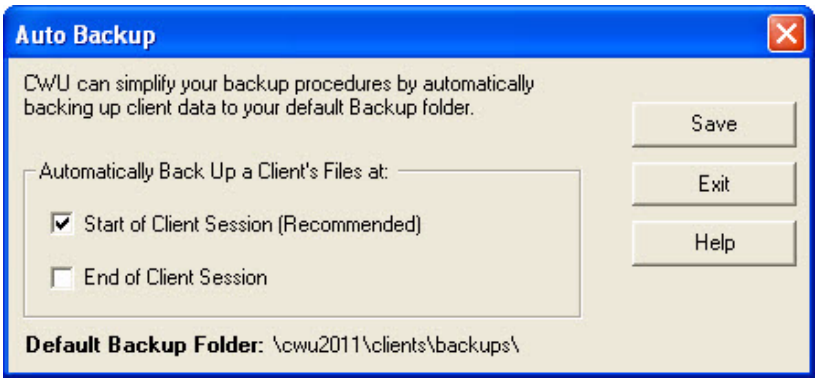
) on the CWU tool bar for manual backups.

When Auto Backup is selected, CWU backs up the current client information to the default backup folder (see "Backup Path" under "Firm Info/Global Settings").

To activate the auto backup feature, complete the following:

1. Go to **Tools** > **File Maintenance** > **Auto Backup.** The **Auto Backup** dialog box opens.

Figure 12-3: Auto Backup


Auto Backup
CWU can simplify your backup procedures by automatically backing up client data to your default Backup folder.
Save
Exit
Help
Automatically Back Up a Client's Files at:
Start of Client Session (Recommended)
End of Client Session
Default Backup Folder: \cwu2011\clients\backups\

2. Select either **Start of Client Session** or **End of Client Session**. If neither of these are selected, no backups take place automatically.
   - **Start of Client Session** — When this option is selected, the active client's information is backed up when CWU is launched and, when changing the active client, the newly active client's information is backed up. Files backed up using this option have an **S** (start of session) added to the end of the file name (e.g. Drake_Co_2011-01-15_14-21_S.ZIP).
   - **End of Client Session** — When this option is selected, the active client information is backed up when you exit CWU and, when changing the active client, the client you are leaving is backed up. Files backed up using this option have an **E** (end of session) added to the end of the file name (e.g. Drake_Co_2011-01-15_14-21_E.ZIP).

NOTE

Both the **Start of Client Session** and **End of Client Session** options may be selected. This results in a backup of the active client taking place when launching CWU and when exiting CWU. Also, when changing the active client, the client you are changing from and the client you are changing to are backed up.

3. Click **Save**.

Backup

Create frequent backups of client files to a secure location for archival purposes. The backup process makes a copy of client data and stores it in the specified backup location.

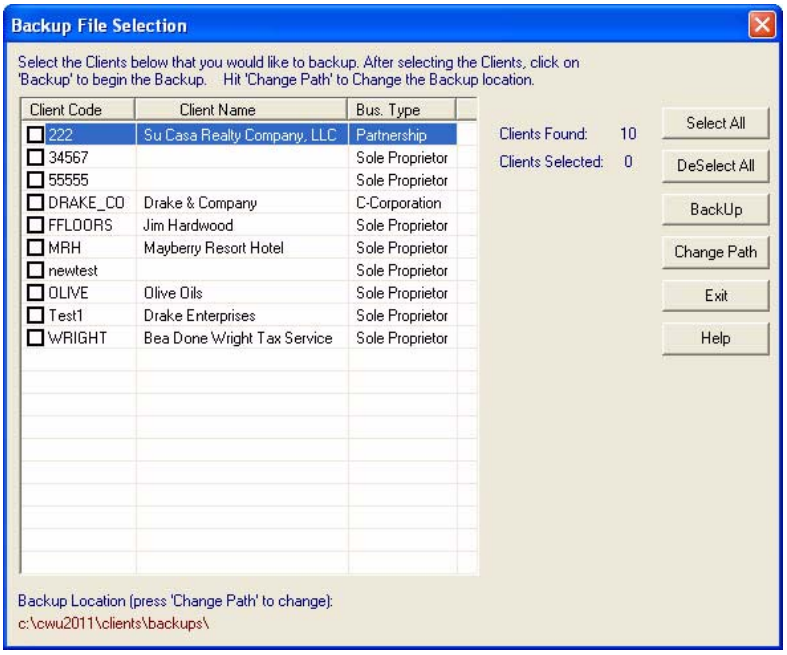
IMPORTANT

Make backups of client data at least once a week. Be sure to backup to a separate storage location, such as a “thumb” or “flash” drive, or some other media that can either be carried away from your office location or is permanently located away from your office (such as online data backup provider). This ensures you can recover data should your office be damaged by fire, flood, or some other disaster.

To backup one or more clients, complete the following:

1. Go to **Tools > File Maintenance > Backup.** The **Backup File Selection** dialog box opens.

Figure 12-4: Backup Client Files


Backup File Selection
Select the Clients below that you would like to backup. After selecting the Clients, click on 'Backup' to begin the Backup. Hit 'Change Path' to Change the Backup location.
Client Code
Client Name
Bus. Type
222 Su Casa Realty Company, LLC Partnership
34567 Sole Proprietor
55555 Sole Proprietor
DRAKE_CO Drake & Company C-Corporation
FFLOORS Jim Hardwood Sole Proprietor
MRH Mayberry Resort Hotel Sole Proprietor
newtest Sole Proprietor
OLIVE Olive Oils Sole Proprietor
Test1 Drake Enterprises Sole Proprietor
WRIGHT Bea Done Wright Tax Service Sole Proprietor
Clients Found: 10
Clients Selected: 0
Select All
DeSelect All
BackUp
Change Path
Exit
Help
Backup Location (press 'Change Path' to change):
c:\cwu2011\clients\backups\

2. A backup path must be specified. (See “Backup Path Restrictions” on page 286.) The current backup path is displayed in the bottom left of the **Backup File Selection** dialog box. If necessary, complete one of the following steps:
   - If the path reads “NO PATH SET,” a path must be selected. To enter a default backup path, go to **Firm > Firm Info./Global Settings** and enter a **Backup Path**.
   - To override the default path and enter a temporary path, click **Change Path** to open the **Temporary Back-Up Location** window. Select a drive from the **Drive** drop list. Then select a directory or subfolder. CWU will not back up to a drive letter. See “Backup Path Restrictions” for more detail. The selected

backup location is displayed in the **Temporary Back-Up Location** field. Click **OK**.

3. Click the boxes to select clients for backup from the **Client Code** column. Once a box is selected, a check appears in the box. To select all clients, click **Select All**.
4. Click **Backup**. A prompt appears when the backup process is complete. Click **OK**.
5. Click **Exit** to exit **Backup File Selection**.

Backups are created with at time/date stamp added to the name. This prevents over-writing a previous backup and helps you identify the correct backup to restore.

NOTE Client Write-Up uses Zip file compression to reduce the amount of disk space required for backup files.

Backup Path Restrictions

To prevent unintentionally cluttering key folders on your hard drive, a few restrictions apply when selecting a backup path.

IMPORTANT

The backup path cannot be a drive's root (topmost) folder. You must specify a subfolder. An example of an acceptable path is “C:\CWU2011Archives\”. An example of an unacceptable path is “C:\”.

You cannot specify CWU's root or CWU's clients folder. An example of an unacceptable path is “C:\CWU2011\”.

If you don’t specify a valid backup path, the program defaults to \CWU2011\Clients\Backups\.

Restore

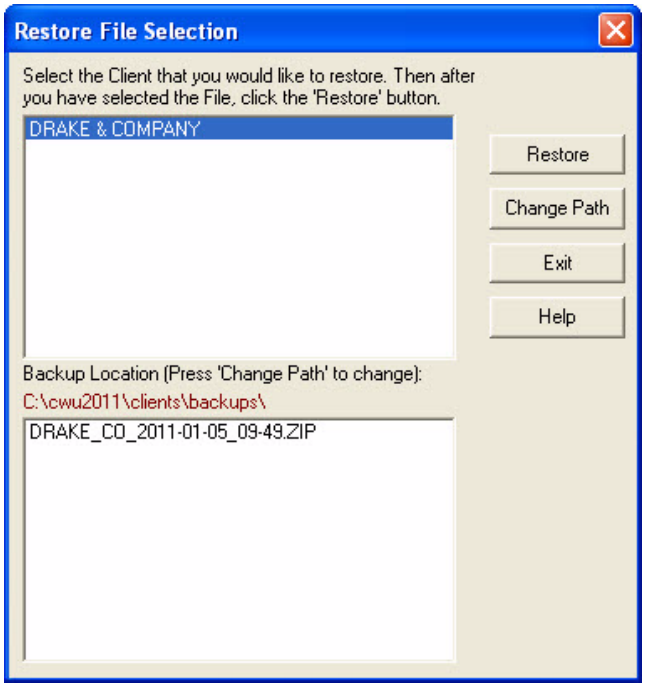
Before client files can be restored, a backup path must be selected in **Firm > Firm Info./Global Settings**.

IMPORTANT The same version of CWU that was used to back up the client file must be used to restore the file.

To restore files that have been backed up, complete the following steps:

1. Go to **Tools > File Maintenance > Restore**. The **Restore File Selection** dialog box opens with all clients in the current backup location listed.

Figure 12-5: Restore Client Files


Restore File Selection
Select the Client that you would like to restore. Then after you have selected the File, click the 'Restore' button.
DRAKE & COMPANY
Restore
Change Path
Exit
Help
Backup Location (Press 'Change Path' to change):
C:\cwu2011\clients\backups\
DRAKE_CO_2011-01-05_09-49.ZIP

To restore from a different location, click **Change Path** to open the **Locate Files to Restore** window. Select the drive from the **Drive** list. The selected restore location is displayed in the field at the bottom of the dialog box. Click **Save**. This creates a restore path for this restoration only.

2. Select a client from the list at the top of the window. The files that have been backed up for the selected client display in the bottom portion of the window.
3. Select a file to restore.

NOTE

CWU uses a time and date stamp when client files are backed up. Let's use the file "DRAKE_CO_2011-01-05_09-49.zip" as our example. Reading this file name left to right, information for client code "DRAKE_CO" was backed up. The backup was performed on 01/05/2011 at 9:49 am, and the file is "zipped" to reduce the file size.

4. Click **Restore**.

Delete Client

Client files can be deleted in Client Write-Up. Always back up a file before deleting.

To delete client files, complete the following steps:

1. Go to **Tools > File Maintenance > Delete Client**. The **Delete a Client** window is opened.
2. Click to select a client from the list.
3. Click **Delete**.

4. When the **Confirm Folder Delete** window appears, click **Yes**. The deleted file is moved to the recycle bin.

NOTE

The active client (the client currently open) is not displayed in the list. To delete the currently open client you must change to another client. Click **Change** from the **Home** window and select a different client, then proceed with the delete process.

Restore Excel Templates

CWU provides a duplicate set of Excel import template files in case the working copies of the templates are overwritten or become corrupted.

To restore the Excel template files:

1. Go to **Tools > File Maintenance > Restore Excel Templates**.
2. Click **Restore Templates**. The template files are copied from a backup folder to a working folder.
3. Click **OK**.
4. Click **Exit**.

Rebuild Client List

Run **Rebuild Client List** any time clients are missing from the **Select a Client** dialog box. This may occur when you add or delete clients.

To rebuild the client list, complete the following steps:

1. Go to **Tools > Rebuild Client List**.
2. When the **Reindex Successful** message appears, click **OK**.

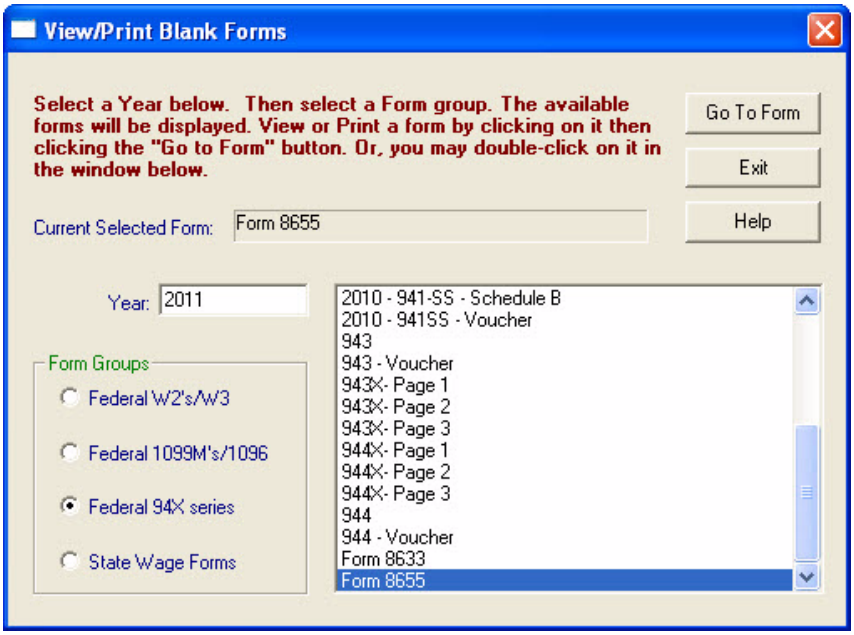
Printing Blank Forms

Blank forms can be viewed and printed in CWU. Some forms are supplied for informational purposes only. Not all forms available for viewing and printing are approved for filing purposes.

Complete the following steps to view and/or print blank forms.

1. Go to **Tools > Print Blank Forms**. The **View/Print Blank Forms** window opens.

Figure 12-6: Print Blank Forms



2. Enter the form year.
3. Click to select a form group, either **Federal W2s/W3**, **Federal 1099Ms/1096**, **Federal 94X series**, or **State Wage Forms**. All forms used in CWU related to the selected form group display in a list box.
4. Double-click a form, or click to select the form and click **Go To Form**. The form is displayed in the report viewer where it can be viewed or printed.

Calculator

Use the calculator function to assist with calculations prior to making entries in CWU. To access the calculator, from the CWU **Home** window, go to **Tools > Calculator**. The calculator operates similarly to your desktop calculator. Use either your keyboard's numeric keypad to enter numbers or click the calculator's numbers and functions. Show as many as three decimal places. You can also show a printable "tape" of your calculations by clicking **View All Calculations**.

Adobe Reader Download

When Client Write-Up reports run, a "PDF" file is created. This file type requires either the Adobe Reader program (sometimes called "Acrobat Reader") or some other program that can read PDF files in order to view the report. Download the Adobe Reader program by going to **Tools > Adobe Reader Download**. This is a free download.

NOTE This feature requires an Internet connection.

Where to File Tax Returns

When this option is selected, the IRS.gov website opens and displays their "Where to File Tax Returns - Addresses Listed by Return Type" webpage. This information is helpful when mailing tax returns and is the most up-to-date address information. To access this information, from the CWU **Home** window, go to **Tools > Where to File Tax Returns**.

NOTE This feature requires an Internet connection.

Client Notes

Use **Client Notes** to enter and save notes about each of your clients.

To enter client notes:

1. Go to **Tools > Client Notes**.
2. Enter client notes as you would in a word processor.
3. Click **Save**.

Clear — Deletes the notes. The deletion is not permanent until **Save** is selected.

Append Date — Select this button to include the current date and time with a note.

Copy All — Select this button to copy all notes to your computer's clipboard so they can be pasted into another program (e.g. word processor, e-mail, etc.)

Archive — Save the current notes into a separate file.

Always append Date/Time on startup — Select this option to have the date and time automatically included with your notes each time the **Client Notes** window opens.

Printing Mailing Labels

NEW FOR 2011 Print batch or single mailing labels using a strip label printer.

Batch print mailing labels for your clients' employees, contractors, AP vendors, AR customers, or to your clients' primary contact address. You can also print single mailing labels by typing an address not already entered in CWU.

NOTE This feature is to be used with label printers that print on rolls of labels. The recommended label size is 3 1/2" x 1 1/8". Printing to sheets of labels produces one label per page.

Printing Single Mailing Labels

Single mailing labels can be printed to individuals not already entered into CWU.

To print single mailing labels:

1. Go to **Tools > Print Mailing Labels**.
2. Select the label printer from the **Printer** drop list.
3. Enter the number of copies of the label to be printed in the **Copies** field.
4. Type the label information in the **Single Label** area.
5. Click **Print Single**.

Printing Mailing Labels from CWU Lists

Print all or selected labels from a clients list of employees, contractors, vendors, or customers or print labels to your clients. All of these lists can be sorted based on several criteria.

To print mailing labels from an existing list in CWU:

1. Go to **Tools > Print Mailing Labels**.
2. Select the label printer from the **Printer** drop list.
3. Enter the number of copies of the label to be printed in the **Copies** field.
4. Select the group (AR Customers, Clients, Contractors, Employees, or Vendors) from the **Label Type** field.
5. Select the **Sort By** criteria.
6. Select and print labels by either:
   - Click **Print All** to print all labels listed in the grid. It is not necessary to select all when printing all labels listed in the grid.
   - Select individual labels to print by clicking beside the **Code** field in the **X** column and click **Print Selected**.
   - Select all but a few labels to print from a list by clicking **Select All** then clearing the **X** column for those that you do not want to print. Click **Print Selected**.

Spreadsheet Imports

Use this feature to import client information into CWU. Excel templates are used so that the data coming into CWU is in the appropriate order and format. Data can be typed directly into the appropriate template or pasted into the template after being exported from another accounting software program.

The following information can be imported into CWU:

- Chart of Accounts including account balances
- Employee information
- Contractor information
- Accounts Payable Vendor information

- Accounts Receivable Customer information
- Journal Transactions

IMPORTANT Microsoft Excel® 2007 or Open Office must be installed on your computer in order to use this feature.

Importing to CWU

Importing information into the CWU program is a three step process:

Step 1 - Copy the blank spreadsheet templates to a work area

Step 2 - Enter or copy data into the template

Step 3 - Import to CWU

Step 1 - Copy the Templates

Copy the blank Excel speadsheet templates to a work area. You can use an existing folder or make a new folder during this step.

1. Go to **Tools** > **Spreadsheet Templates**
2. Click **Browse**
3. Select a destination folder for the blank templates by browsing to an existing folder and clicking **OK** or click **Make New Folder** and name the new folder
4. Click **Copy All**
5. Click **OK**
6. Click **Exit**

Step 2 - Entering Data into the Template

Data to be imported into CWU must be entered into the appropriate template and the appropriate columns within the template.

IMPORTANT Entering data into the wrong template or the inappropriate column will result in an unsuccessful import to CWU.

To enter data into a template:

1. Open Microsoft Excel 2007 or Open Office
2. Browse to the location where the blank templates were copied in step 1.
3. Open the appropriate template.
   - To import the client's Chart of Accounts, open the **CWU ChartofAccounts** template
   - To import employee information, open the **CWU Employees** template
   - To import contractor information, open the **CWU Contractors** template
   - To import accounts payable vendors, open the **CWU AP Vendors** template
   - To import accounts receivable customers, open the **CWU AR Customers** template

- To import journal transaction information, open the **CWU JournalTrans** template

4. Either type or paste the import data into the template. The preferred method is to type the data directly into the template.

   When typing directly into the template, error checking is used to verify the appropriate type of data is being entered in each field (numeric, alphanumeric, date, etc.). When pasting data into the template, this error checking does not take place.

   WARNING When pasting data into the template, note that some of the fields use drop lists. The data that is pasted into a drop list field must match exactly one of the drop list options. If it does not match then that record and all records listed below that one in the template will not be imported.

   It is not recommended to import more than 200 records at a time. If more records need to be imported for a data type, it is recommended that the import be split.

5. Once all data for a data type has been entered into the template, use the **Save As** command and name the file something other than the default template name. If you overwrite the template with your data file, you should restore the templates (see "Restore Excel Templates" on page 288).

NOTE The data file must be saved using either the *.xls or the *.xlsx file type.

Step 3 - Import The last step is to import the data into CWU and verify the results.

If you are going to be using the bookkeeping feature, import the Chart of Accounts before importing vendors or journal transactions.

IMPORTANT The journal file in CWU must not have any transactions in it in order to import journal transactions. Journal transactions that appear in the **Journals** screen (**Bookkeeping > Journal Transactions**) must either be deleted or posted (see "Posting Transactions" on page 165) prior to importing journal transactions.

You may import all data types multiple times. However, the import will not be successful if there are duplicates. To avoid this issue, always start with a new template. See "Step 1 - Copy the Templates" on page 292.

To import the data saved in step 2:

1. Make the client that the import data is for the active client (see "Changing the Active Client" on page 13). If the client doesn't exist in CWU, create the client (see "Setting Up a New Client" on page 31).
2. Go to **Tools > Spreadsheet Imports**.
3. Select the type of data to import from the **Choose Type** field.
4. Click **Browse** and locate the file to import (file saved in step 2).
5. Click **Go**. When the import is complete, the bottom left section of the **Convert Speadsheet File** window displays the results of the import.
6. Click **Exit**.

NOTE It is recommended that you verify the imported data.

Exporting from CWU

NEW FOR 2011 Export employee, contractor, accounts payable vendor, accounts receivable customer, Chart of Accounts, and journal transaction information from Client Write-Up to a Microsoft Excel® spreadsheet.

To export data from CWU:

1. Make the appropriate client the active client (see "Changing the Active Client" on page 13).
2. Go to **Tools > Export CWU to Excel**
3. Select the type of data to export from the **Choose Type** field. The fields available for exporting are listed in the **Select Fields** section of the window and the **Spreadsheet File Name** field displays the default export file name.

NOTE Do not change the filename using the **Spreadsheet File Name** field.

4. Select the fields to export by clicking the field name under the **Select Fields** section of the window or click **Select All** to export all available fields of the selected data type. Fields selected for export display an **X** beside the field name.
5. Click **Go**. An Excel spreadsheet displays the field information.

Save the export spreadsheet using Excel. Do not use spaces in the filename. Once the export spreadsheet is created, save the exported information to any file name desired using either a **.XLS** or **.XLSX** extension.

Additional Tools

- "Export to Drake Tax" on page 295
- "Importing from QuickBooks" on page 296
- "Importing from PeachTree" on page 299
- "E-mail" on page 301
- "IRS Website" on page 304

Export to Drake Tax

This feature exports information from Client Write-Up to the client's tax return in Drake Software. If a tax return for the client does not exist in Drake, information from **Setup > Client Information** in CWU is used to create the tax return in Drake. If a tax return for this client exists in Drake, the EIN/SSN is used as the identifier for the client file and CWU exports to the existing tax return.

IMPORTANT

If a tax return was prepared in Drake for the client last year, the client's information must be brought forward from the previous year *before* exporting CWU data to Drake.

In Drake, go to **Last Year Data > Update 2008 to 2009**. Enter the client's EIN or SSN, click **Add Client**, then follow the instructions.

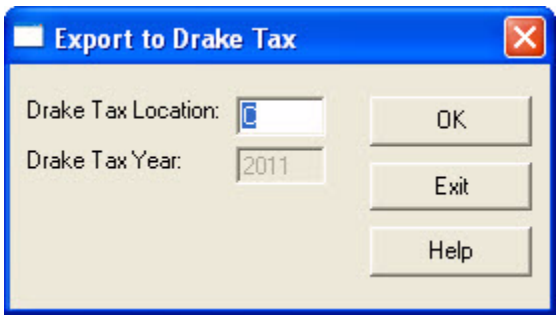
Complete the following steps to select the client data to export:

1. Go to **Setup > Client Information**, **Business Information** tab, and verify that the business type has been selected from the **Bus. Type** field.
2. Go to **Bookkeeping > Chart of Accounts**. Double-click a level **0** account number to export. Only Level **0** accounts are used for this option.
3. Use the **Tax Form** drop list to select the form for this action.
4. Use the **Tax Line** drop list to select the line on the tax form.
5. Use the **Tax Form Instance** field to specify which instance of the form specified in the **Tax Form** field should receive the exported account information.
6. Click **Save**. Follow this procedure for *each* account number exported.

Complete the following steps to export the client data:

1. Go to **File > Export to Drake Tax**.

Figure 12-7: Export to Drake



2. Type the drive letter where Drake Tax Software is installed and the tax year. Do not use colons (:) or slashes (\) when entering the drive letter.
3. Click **OK**. The export moves data from that account number in CWU to the form and line you have specified.

No worksheets or schedules are generated in the tax return, so these may need to be created to support the information exported. When multiple accounts in the Chart of Accounts are exported to the same form and line in the tax return, only totals are indicated on the return and overflow sheets are not generated.

WARNING

Export to Drake *prior to* performing the Year End Close. The information required for the export is not available after closing the year. Do not run the Year End Close from **Bookkeeping > Year End Close** the year prior to exporting. When you close the year end, zeroes are exported to Drake for those account numbers higher than the Retained Earnings account.

Importing from QuickBooks

Import client, employee, vendor, customer, and Chart of Accounts information (including account balances) from Intuit's QuickBooks® software. There are three parts to this process.

IMPORTANT

All transactions from the QuickBooks transaction register must be posted to the Chart of Accounts prior to exporting information from QuickBooks.

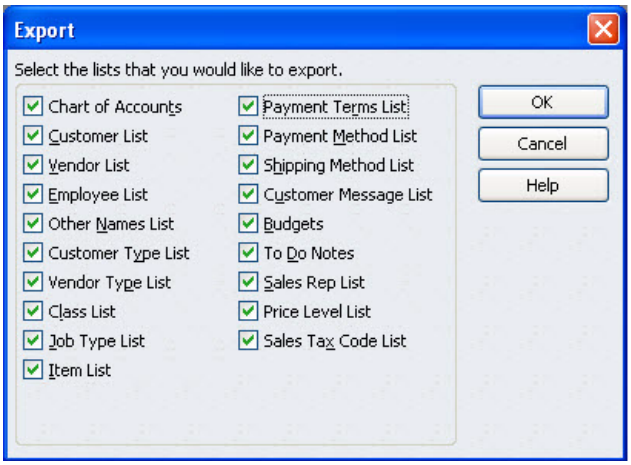
If you will be converting the Chart of Accounts, it is strongly recommended that you print a Trial Balance report in QuickBooks prior to beginning this process.

PART I. Complete the following steps in QuickBooks:

1. Select the company to be imported into CWU.
2. Go to **Edit > Preferences > Accounting > Company Preferences** and verify that **Use > Account > Numbers** is selected**.** In the Chart of Accounts, verify the accounts exist.
3. Make sure all transactions in the General Journal are posted to the Chart of Accounts.

4. Close the Chart of Accounts.
5. Go to **File > Utilities > Accounting > Export > Lists to IIF Files**.
6. On the **Export** window, select all check boxes.

Figure 12-8: QuickBooks Export Selection Window



7. Click **OK**.
8. Save **EXPORT.IIF** in d:\CWU2011\QB CONVERSION FILES (substitute the correct drive letter for the drive where Client Write-Up is installed if not 'd').

The export file from QuickBooks must be named **EXPORT.IIF**. If the filename is changed, CWU will not be able to successfully perform the import.

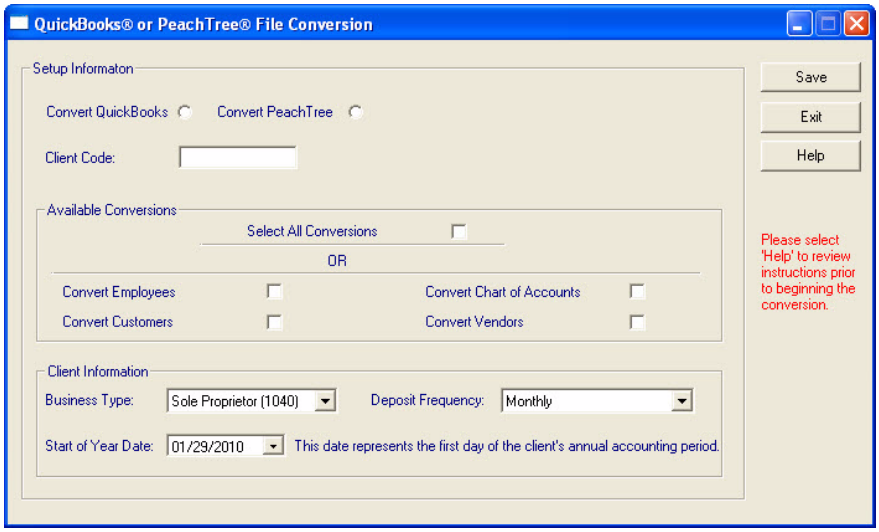
IMPORTANT

You can convert only one QuickBooks client at a time to Client Write-Up. Complete the entire conversion process for a client before returning to QuickBooks and creating another client export file.

PART II. Complete the following steps in Client Write-Up:

1. Go to **File > Import QuickBooks® or PeachTree® Files**. The **QuickBooks or PeachTree File Conversion** screen displays.

Figure 12-9: QuickBooks File Conversion



2. Select **Convert QuickBooks**.
3. Enter information in the following fields:
   - **Client Code** — Enter a client code. If the client code exists in Client Write-Up, you can only convert information that does not exist in CWU. For instance, if there is an employee in CWU for the client code entered, the **Convert Employees** option is not available.

     If a client code is entered that does not already exist in CWU, you will be prompted to enter information about the client. A **Client Code** must be a unique code not currently used in CWU. Client codes are up to eight alpha/numeric characters (0 - 9, A - Z, and a - z) including underscores (_).
   - Select to convert employee, customer, Chart of Accounts, or vendor information or **Select All Conversions** to import all four. Information can only be converted once. Selections previously converted are unavailable for conversion.
   - **Bus. Type** — From the drop list, select the same business type that was used in QuickBooks: sole proprietor (1040), partnership (1065), corporation (1120), or an S-corporation (1120S).
   - **Deposit Frequency** — Used to determine whether a Schedule B is required to be filed with Form 941. Select **Semi-Weekly** to produce a Schedule B with Form 941. Select **Monthly** to fill in Line 17 of both Form 941 and 941SS.
   - **Start of Year Date** — Set this date to the first day of the client's business year. For example, if the client's fiscal year begins April 1, the start-of-year date is 04/01/2011. Fiscal or calendar years are allowed.
4. Click **Save**. The conversion process begins.

PART III. Verify the information and complete the setup in CWU:

1. Go to **Setup > Client Information**. Verify the information and complete the client setup. See "Client Setup" on page 31 for more detail.

2. Go to **Bookkeeping > Chart of Accounts** and verify that each account, its account type, and account balance is correct. See "Editing an Account" on page 156 for detail on editing account information.

NOTE The Chart of Accounts must have a zero balance before it can be saved.

3. Go to **Employees > Employee Setup**. Verify the information and complete the setup of each employee. See "Setting Up Employee Payroll" on page 59 for more detail.
4. Go to **Payables > Vendor Setup** if using CWU's Accounts Payable feature. Verify the information and complete the setup of each vendor. See "Accounts Payable" on page 195 for more detail.
5. Go to **Receivables > Customer Setup** if using CWU's Accounts Receivable feature. Verify the information and complete the setup of each customer. See "Customer Setup" on page 234 for more detail.

Importing from PeachTree

Import client, employee, vendor, customer, and Chart of Accounts information (including account balances) from PeachTree® software. There are three parts to this process.

IMPORTANT Post all journal entries to the general ledger prior to exporting information from PeachTree.

If you will be converting the Chart of Accounts, it is strongly recommended that you print a Balance Sheet report in PeachTree prior to beginning this process.

PART I. Complete the following steps in PeachTree:

1. Select the company to be imported into CWU.
2. Go to **File > Select Import/Export...**
3. Select to export one of the following:
   - Accounts Receivable - Customer List
   - Accounts Payable - Vendor List
   - Payroll - Employee List
   - General Ledger - Chart of Accounts List

NOTE These lists can be exported one at a time. You may create all four export files for a single client before converting them to CWU or create and convert one file at a time.

4. Click **Export**.
5. Select the **Options** tab.

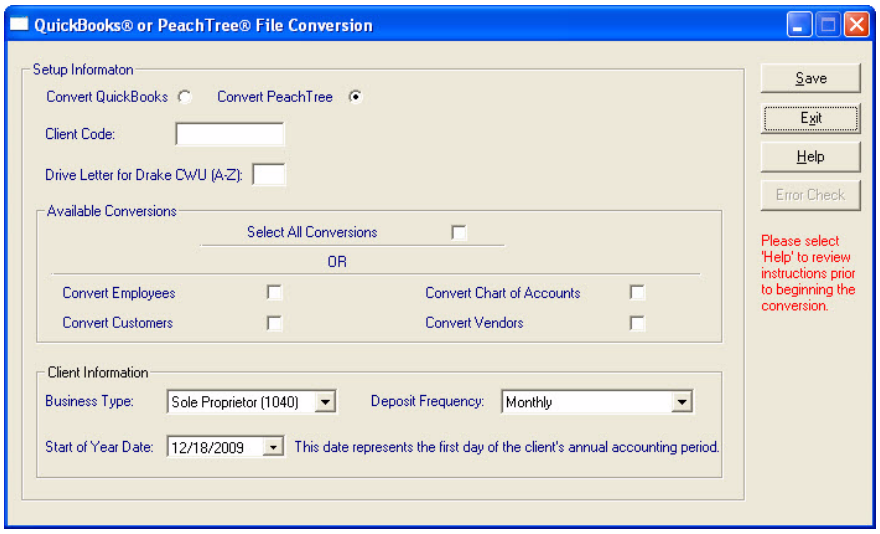
6. To specify the location to create the export file, select the arrow ( ) in the **Import/Export File** section. Save the export files in d:\CWU2011\PT CONVERSION FILES (substitute the correct drive letter for the drive where Client Write-Up is installed if not 'd'). Use the default .CSV file name.
7. Click **Open**.
8. Under **Export Options**, select **Include Headings**.
9. Click **OK**.

NOTE To create the next export file, begin with step 3.

PART II. Complete the following steps in Client Write-Up:

1. Go to **File > Import QuickBooks® or PeachTree® Files**. The **QuickBooks or PeachTree File Conversion** screen displays.

Figure 12-10: PeachTree File Conversion



2. Select **Convert PeachTree**.
3. Enter information in the following fields:
   - **Client Code** — Enter a client code. If the client code exists in Client Write-Up, you can only convert information that does not exist in CWU. For instance, if there is an employee in CWU for the client code entered, the **Convert Employees** option is not available.

     If a client code is entered that does not already exist in CWU, you will be prompted to enter information about the client. A **Client Code** must be a unique code not currently used in CWU. Client codes are up to eight alpha/numeric characters (0 - 9, A - Z, and a - z) including underscores (_).
   - Select to convert employee, customer, Chart of Accounts, or vendor information or **Select All Conversions** to import all four. Information can only be

converted once. Selections previously converted are unavailable for conversion.

- **Bus. Type** — From the drop list, select the same business type that was used in QuickBooks: sole proprietor (1040), partnership (1065), corporation (1120), or an S-corporation (1120S).
- **Deposit Frequency** — Used to determine whether a Schedule B is required to be filed with Form 941. Select **Semi-Weekly** to produce a Schedule B with Form 941. Select **Monthly** to fill in Line 17 of both Form 941 and 941SS.
- **Start of Year Date** — Set this date to the first day of the client's business year. For example, if the client's fiscal year begins April 1, the start-of-year date is 04/01/2011. Fiscal or calendar years are allowed.

4. Click **Save**. The conversion process begins.

PART III. Verify the information and complete the setup in CWU:

1. Go to **Setup > Client Information**. Verify the information and complete the client setup. See "Client Setup" on page 31 for more detail.
2. Go to **Bookkeeping > Chart of Accounts** and verify that each account, its account type, and account balance is correct. See "Editing an Account" on page 156 for detail on editing account information.

NOTE The Chart of Accounts must have a zero balance before it can be saved.

3. Go to **Employees > Employee Setup**. Verify the information and complete the setup of each employee. See "Setting Up Employee Payroll" on page 59 for more detail.
4. Go to **Payables > Vendor Setup** if using CWU's Accounts Payable feature. Verify the information and complete the setup of each vendor. See "Accounts Payable" on page 195 for more detail.
5. Go to **Receivables > Customer Setup** if using CWU's Accounts Receivable feature. Verify the information and complete the setup of each customer. See "Customer Setup" on page 234 for more detail.

E-mail

NOTE Internet access and your own e-mail account are required to use this feature.

Use the Client Write-Up e-mail program to send client files directly to CWU Support when they request this information for problem resolution.

Access the CWU e-mail program by going to **Help > Email CWU Tech Support**.

E-Mail Setup

Use the **Setup** menu to select your method for sending and receiving e-mail. Two methods are available: the *default* method, which is compatible with most Internet

Service Providers, and the *alternate* method, which is chosen if the default method does not work.

The e-mail program uses your 1040.com e-mail address, which is *your EFIN@1040.com* (for example, *777777@1040.com*). This address is used for both your sender and reply address.

WARNING

You should use an alternate reply-to address. By default, both CWU and the Drake Tax program use your 1040.com email account as the reply-to address. If no alternate reply-to address is specified in CWU, messages must be downloaded and viewed using the email program in the Drake Tax software.

To use an alternate reply-to address:

1. From the menu bar within the e-mail program, select **Setup** > **Options**.
2. Select **Use Alternative Reply-To Address**.
3. Enter an **Alternate Address**. This address replaces your 1040.com address, appearing as the sender and reply address on e-mail messages you send.
4. Click **Save**.

Checking E-Mail

To check your CWU e-mail, first go to **Help** > **Email CWU Tech Support** then select **File** > **Check Mail**, click the **Send/Receive** speed button, or press CTRL+M. You can also check the status of your mailbox by clicking **File** > **Check Mailbox Status** or pressing CTRL+S.

Downloaded messages appear in your **Inbox**. To open a message in a new window, double-click it.

Your mailbox also includes a **Sent Items** box, a **Drafts** box, and a **Trash** box. To open a box, click it in the left pane.

- **Sent Items** — Once a message is sent, it is moved to the **Sent Items** folder.
- **Drafts** — If you close a message before sending it, you are prompted to save a draft of the message in your folder to be completed later. To accept, click **Yes**. To discard the message, click **No**.
- **Trash** — Deleted messages are sent to the **Trash** folder. To permanently delete a message, select it and click **Delete**. Messages deleted from **Trash** cannot be recovered.

The following columns display and provide information about each email:

- **S**(tatus) – The status is dependent upon which folder the message list is presenting (In, Out, Drafts, or Trash).
- **A**(ttachment Code) – Indicates if an attachment was sent with the message.
- **Who** – Indicates to whom the email was sent.
- **Date/Time** – Indicates the date and time the message was sent.
- **Subject** – Enter a brief description regarding the content of the email.

Composing a New Message

To compose a new message, click **New**. Enter an address in the **To** field, a subject in the **Subject** line, and a message in the text box at the bottom. Messages cannot be sent without a subject. To send the message, click **Send**.

NOTE

If an alternate reply-to address has not been established in **Setup** > **Options**, a caution message appears when **Send** is selected giving you the option of changing your alternate reply-to address. We recommend you establish one at this time. Click **Yes** to make this change.

When composing e-mail messages, you have several address book options. Click **To** in the **New Message** window to access these options. Select either *Drake Software Support Address Book* or *Local Address Book* from the **Address Book** drop list.

The *Drake Software Support Address Book* displays general e-mail addresses at Drake, such as for CWU support, accounting, spanish support, and client services. To insert an address in your message, click a **General** e-mail address and click **OK**.

The *Local Address Book* is filled with e-mail addresses that have been added through the Address Book function. See "Managing the Address Book" on page 304 for more information. To insert an address in your message, select an e-mail address and click **OK**.

NOTE

Close the completed message before sending and you are prompted to save it in the **Drafts** folder. The e-mail is saved. To send the saved e-mail, click the **Drafts** box from the main screen.

E-Mail Attachments

To attach a file to an e-mail message, click **New**, **Reply**, or **Forward**, then click the **Add** button below the **Subject** line.

There are three options available to attach files to a message.

1. Backup and Attach — Select a client from the **Clients** list and click **Backup & Attach**. CWU makes a current backup of the selected client's files and places the backup file in the list of **Attachments** on the right.
2. Attach Backup — This option assumes the client's file you wish to attach to the e-mail has been backed up. Select a client from the **Clients** list. All backups for the selected client display in the **Backup Files** list box. CWU displays the files backed up to the default backup location as set under **Firm Firm Info/ Global Settings**. Select the desired backup file to attach and click **Attach Backup**. The backup file is added to the **Attachments** list on the right.
3. You may attach non-client files by clicking the **Browse** button and navigating to the file you wish to attach.

To remove a file that has been attached to an e-mail prior to sending the e-mail, select the file from the **Attachments** list and click **Remove Attachment**.

Once all desired files have been attached to the e-mail, click **OK**. You are returned to the e-mail message that was being composed and the attached files are listed in the Attachments list on the top

Replying, Forwarding, and Deleting Messages

To *reply* to a message, click the message then click **Reply** (or, with the message open, click **Reply**). The original message is included in the reply message.

To *forward* a message, click the message then click **Forward** (or, with the message open, click **Forward**).

To *delete* a message, click the message and click **Delete** (or, with the message open, click **Delete**). Deleted messages go to the **Trash** folder.

Managing the Address Book

The *Local Address Book* can be filled with e-mail addresses of your choice. To add an address, go to **Help > Email CWU Tech Support**, then either go to **File > Edit Address Book** or select the **Address Book** speed button. Click the **Add** icon at the top-left corner of the dialog box. Enter first name, last name, and e-mail address. Click **Save**. To finish, click **Done**.

An address book from outside of CWU can be imported into your Local Address Book. Click **Import**, browse to the address book file, and click **Open**.

NOTE

You may need to export information from another e-mail program prior to importing this information into CWU. CWU imports CSV (comma separated value) files only.

To edit an entry in the Local Address Book, select the entry, click the **Edit** icon, make the necessary edits, and click **Save**.

To delete an entry in the Local Address Book, select the entry and click the **Delete** icon. Click **Yes** to confirm the deletion.

Moving Messages

1. Highlight the message you want to move.
2. Select **Message** > **Move to Folder**.
3. Select a folder from the available list.

IRS Website

To access the IRS website, go to **Help > IRS Web Site**. Click **Open Web Site**.

If you are using a dial-up connection to access the Internet, launch your Internet connection before using this option.

13 Quick Reference

Some processes in Client Write-Up require numerous steps. Use the following as a guide to complete these tasks.

Pre-Printed Checks

To print payroll checks using pre-printed check stock, complete the following steps:

1. Purchase check stock. (Supported stock is listed on page 50.)
2. Enter the type of check stock you are using into the software (page 49).
3. Select the printing options you'll use for payroll checks and check stubs (page 50).

MICR Checks

To print payroll or vendor checks using blank check stock, complete the following steps:

1. Purchase blank check stock. (Supported stock is listed on page 24.)
2. Select a printer for MICR checks.
3. Create a MICR check design (page 25).
4. Enter the type of Nelco blank check stock you are using into the software (see Table 2-2).
5. Set up the MICR bank account (page 47).
6. Select printing options for payroll check stubs (page 51 and page 53).

Process Payroll (Live and ATF)

The live payroll process is much the same as that of After-the-Fact, or "ATF" payroll, whether for employees or contractors. "ATF" means that the employee or contractor has been paid, so you are entering the payroll information into CWU for bookkeeping purposes and do not print checks.

Complete the following steps to produce and process payroll:

1. Enter payroll information.
   - Live employee payroll (page 86)
   - ATF employee payroll (page 95)
   - Live contractor payroll (page 130)
   - ATF contractor payroll (page 134)

2. Print checks for live employee (page 101) and contractor payroll (page 137).
3. Process payroll for employees and contractors (live and ATF) to the journal (See "Payroll Journal Entry" on page 160.).

See page 112 to produce 94X payroll filing reports and page 183 for instructions on electronically filing this information.

PIN Applications for e-Filing 94X Returns

In order to electronically file tax return forms 940, 941, 944, and 941SS, you must have a personal identification number, or PIN, as required by the IRS. This is a different PIN from the one you use to electronically filing a tax return. The PIN application process varies according to the type of filer.

NOTE

You must obtain an EFIN (Electronic Filing Identification Number) prior to applying for a PIN. If you have an EFIN, use it and do not apply for another one. See page 37 for information on applying for an EFIN.

Business Taxpayer's PIN Application

To apply for a business taxpayer's PIN, complete the following steps:

1. Complete a 94X PIN application (page 39).
2. Transmit the PIN application to Drake (page 40).
3. Enter your 10-digit PIN (it should arrive in the mail from the IRS within 10 days) into Client Write-Up (page 41).

ERO

IMPORTANT

Perform the following procedure for each client for which the ERO will be transmitting 94X tax returns.

To apply for an ERO PIN, complete the following steps:

1. Complete a 94X PIN application (page 42).
2. Transmit the PIN application to Drake (page 43).
3. Have the client enter their 10-digit PIN (it should arrive in the mail from the IRS within 10 days) into Client Write-Up (page 44).

Reporting Agent's PIN Application

A reporting agent is authorized to electronically sign and file 94X forms on behalf of a taxpayer through submission of Form 8655, either by the client or the reporting agent. There must be a Form 8655 signed by the client for each of the reporting agent's clients.

To apply for a reporting agent PIN, complete the following steps:

1. Fill out one Form 8655 (page 44) for each client for whom the reporting agent will file. Have each client sign a Form 8655 and mail or fax the forms to the IRS.
2. Enter your PIN into Client Write-Up (page 45). The reporting agent should receive a mailed notification of acceptance from the IRS and, in a separate mailing, a five-digit signature PIN in about two weeks. Reporting agents sign all the electronic returns they file with a single PIN.

Print and Upload W-2s and W-3s

Complete the following process to print W-2s and W-3s, to create the upload file, and to upload it to the Social Security Administration. There is a different process for creating and processing a W-2 "on the fly" (See "W-2 On the Fly" on page 172.).

1. Process W-2s (page 116).
2. Edit W-2s (page 117). This generally won't be necessary unless manual adjustment to payroll amounts were made.
3. Print W-2s and W-3s (page 118).
4. Create the W-2/W-3 upload file (page 186).
5. Review the upload file for possible submission rejection issues (page 189).
6. Transmit the W-2 and W-3 information to the Social Security Administration (page 189).

Print and Upload 1099s and 1096s

Complete the following process to print 1099s and 1096s, to create the upload file, and to upload it to the IRS. There is a different process for creating and processing Forms 1099 "on the fly" (See "1099s and 1098s On the Fly" on page 175.).

1. Process 1099s (page 146).
2. Edit 1099s (page 147). This generally won't be necessary unless manual adjustment to payroll amounts were made.
3. Print 1099s and 1096s (page 148).

To transmit the 1099 and 1096 to the IRS:

1. Create the 1099/1096 upload file (page 190).
2. Transmit the 1099 and 1096 information to the IRS's FIRE website (page 192).

Create and Process W-2s and W-3s on the Fly

1. Open or create the appropriate business (client) employing this employee.

WARNING

You must change to the correct active client prior to creating W-2s on the fly. Creating W-2s on the fly under the wrong client will result in an incorrect W-3 for that client.

To create a new client, go to **File > New Client** and complete the **Contact Information** (page 32) and **W-2/W-3 Setup** (page 34) tabs. If the W-2 (and W-3s) are going to be electronically filed for this client, complete **E-Filing > W2 E-Filing > Create File** (page 186). Select only **Save Screen** at this time and not the **Create File** option.

2. Create the W-2 on the fly ("Step 1 - Creating W-2s On the Fly" on page 172).
3. Process and print the on the fly W-2 and W-3 ("Step 2 - Processing W-2s On the Fly" on page 173).

To e-file the W-2 and W-3:

1. Create the W-2/W-3 upload file (page 186).
2. Review the upload file for possible submission rejection issues (page 189).
3. Transmit the W-2 and W-3 information to the Social Security Administration (page 189).

Process 1099s, 1096s, and 1098s on the Fly

1. Open or create the appropriate business (client) employing this employee.

WARNING

You must change to the correct active client prior to creating Forms 1099 or 1098 on the fly. Creating 1099s or 1098s on the fly under the wrong client will result in an incorrect 1096 for that client.

To create a new client, go to **File > New Client** and complete the **Contact Information** and select the state for 1099 on the **W2/W3-1099/1098 Setup** tab. If Forms 1099 (and 1096) or 1098 are going to be electronically filed for this client, complete the **E-Filing > 1099 Misc. E-Filing > Create File** screen (see "Creating the 1099/1096/1098 Upload File" on page 190). Select only **Save Screen** at this time and not the **Create File** option.

2. Create the 1099 or 1098 on the fly ("Step 1 - Creating 1099s and 1098s On the Fly" on page 176).
3. Process and print the on the fly 1099, 1098, and 1096 ("Step 2 - Processing 1099s and 1098s On the Fly" on page 177).

To e-file the 1099, 1098, and 1096:

Transmit the 1099, 1098, and 1096 information to the IRS's FIRE website (page 192).

End of Year Process

1. Run the Post Transactions process (page 165).
2. Export to Drake Tax software (optional) (page 295).
3. Run the Year End Close (page 167).

Once the End of Year process is completed, you can move the client's information including the Chart of Accounts into the next year's Client Write-Up. See "Update Prior Year Clients" on page 282 for more information.

14 Appendix

The following appendices cover the topics:

- Appendix A - E-Filing 1099-MISC FAQ
- Appendix B - W-2/W-3 PIN Application FAQ
- Appendix C - IRS “FIRE” Website
- Appendix D - Drake Document Manager
- Appendix E - Client Write-Up Menus
- Appendix F - InterceptEFT Holidays
- Appendix G - Portals
- Appendix H - Home Screen Shortcuts
- Appendix I - Reporting Agent’s List
- Appendix J - Preparing to e-file W-2s
- Appendix K - Preparing to e-file 1099s
- Appendix L - E-Filing Quick Reference

Appendix A - E-Filing 1099-MISC FAQ

Q. *Do I need anything other than CWU to upload 1099-MISC files?*

A. Yes. Fill out Form 4419 and mail it to the IRS at least 30 days before the due date of the return.

Q. *What do I receive from the IRS once I’m approved to electronically file the 1099-Misc?*

A. The IRS sends you a TCC (Transmitter Control Code). If you don’t receive a reply within 30 days, call the IRS’s Martinsburg Computing Center toll free at (866) 455-7438 between 8:30 am and 4:30 pm ET.

Q. *Can I transmit a 1099-MISC while I am waiting for the TCC?*

A. No. You can’t transmit until after you have received the TCC from the IRS.

Q. *Can I submit Form 4419 without a signature?*

A. No. The IRS does not issue the TCC without a valid signature.

Q. *Are there other forms that I need that are associated with electronically filing the 1099-MISC?*

A. Yes, Forms 8809, 8508, and 6847.

Form 8809 — This is the application to transmit an extension for the 1099-MISC filing. This form must be filed by the due date of the 1099-MISC.

Form 8508 — This requests a waiver from filing informational returns electronically. It must be filed at least 45 days prior to the due date of the returns for which you are requesting a waiver. If you do not file and do not have an approved waiver on record, a penalty of $50 per return can be levied.

Appendix B - W-2/W-3 PIN Application FAQ

Q. *Is a PIN required before submitting an electronic Form W-2 or W-3?*

A. The Social Security Administration has recently changed the PIN requirement. PINs have been replaced with simply setting up a login ID and Password to their Business Services Online website.

Go to **E-Filing > W2 E-Filing (EFW2) > Transmit File** and click **Open Web Site**. From the Business Services Online web page, scroll down and click **Register**. Follow the directions to complete the registration.

Appendix C - IRS "FIRE" Website

The FIRE (Filing Information Returns Electronically) system is set up for financial institutions and others to file Information Return Forms 1042-S, 1098, 1099, 5498, 8027, or W-2G. An Information Return is a tax document used to report certain types of payments made by financial institutions and others who make payments as a part of their trade or business as required by Internal Revenue Code regulations.

(From IRS Publication 1220, Sec 8, pages 186 - 189)

Connecting to the FIRE system

- Go to http://fire.irs.gov to connect to the FIRE system.
- Filers should turn off their popup-blocking software before transmitting their files.
- Before connecting, have your Transmitter Control Code (TCC) and EIN available.
- Your browser must support SSL 128-bit encryption.
- Your browser must be set to receive "cookies." Cookies are used to preserve your User ID status.

First time connection to the FIRE system

(If you have logged on previously, skip to "Subsequent connections to the FIRE system".)

1. Click **Create New Account**.
2. Fill out the registration form and click **Submit**.
3. Enter your **User ID** (most users log on with their first and last name).
4. Enter and verify your **Password** (the password is user assigned and must be eight alphanumeric characters, containing at least one uppercase, one lowercase and one numeric character). FIRE may require you to change the password once a year.
5. Click **Create**.
6. If you receive the message, **Account Created**, click **OK**.
7. Enter and verify your 10-digit self-assigned **PIN** (Personal Identification Number).
8. Click **Submit**.
9. If you receive the message, **Your PIN has been successfully created!**, click **OK**.
10. Read the bulletins and click **Start the FIRE application**.

Subsequent connections to the FIRE system

1. Click **Log On**.
2. Enter your **User ID**. (Most users log on with their first and last name.)
3. Enter your **Password**. (The password is user-assigned and is case sensitive.)

Uploading your file to the FIRE system (complete these steps from Menu Options)

1. Click **Send Information Returns.**
2. Enter your **TCC.**
3. Enter your **EIN.**
4. Click **Submit.**
5. The system displays the company name, address, city, state, ZIP code, phone number, contact, and e-mail address. This information is used to contact or send correspondence (if necessary) regarding this transmission. Update as appropriate and click **Accept**.
6. Click one of the following:
   - **Original File**
   - **Correction File**
   - **Test File**
   - **Replacement File** (if you select this option, select one of the following):

   a) **New FIRE Replacement** (file was originally transmitted on this system). Click the file to be replaced.

   b) **Magnetic Media Replacement**. Enter the alphabetic character from Form 9267, Media Tracking Slip, that was sent with the request for replacement file. Click **Submit**.
7. Enter your 10-digit **PIN**.
8. Click **Submit**.
9. Click **Browse** to locate the file and open it.
10. Click **Upload**.

When the upload is complete, the name of the file uploaded and total bytes received is displayed.

If you have more files to upload for that TCC, click **File Another.**

If you have no more files to upload, click **Main Menu**.

NOTE It is your responsibility to check the acceptability of your file. Check back into the system in 1-2 business days using the **Check File Status** option.

Checking the file status

1. At the main menu, click **Check File Status**.
   - Enter your **TCC.**
   - Enter your **EIN.**
   - Click **Search.**
2. If **Results** indicate:
   - **Good, Not Released** and you agree with the **Count of Payees**, you are finished with this file. The file will automatically be released after 10 calendar days unless you contact the IRS within this time frame.

- **Good, Released** — File has been released to our mainline processing.
- **Bad** — Correct the errors and timely resubmit the file as a "replacement."
- **Not yet processed** — File has been received but the IRS does not have results available yet. Please check back in a few days.

3. Click the desired file for a detailed report of your transmission.
4. When you are finished, click on **Main Menu**.
   - Click **Log Out**.
   - Close your Web browser.

Common Problems and Questions Associated with Electronic Filing

.01 Refer to Part A, Sec. 16, for common format errors associated with electronic/ magnetic files.

.02 The following are the major errors associated with electronic filing:

Non-format Errors

- Transmitter does not check the FIRE system to determine file acceptability. The results of your file transfer are posted to the FIRE system within two business days. It is your responsibility to verify file acceptability and, if the file contains errors, get an online listing of the errors. Date received and number of payee records are also displayed. If the file is good but you do not want the file processed, you must contact IRS/ECC-MTB within 10 calendar days from the transmission of your file.
- Incorrect file is not replaced timely. If your file is bad, correct the file and resubmit as a replacement.
- Transmitter compresses several files into one. Compress only one file at a time. For example, if you have 10 uncompressed files to send, compress each file separately and send 10 separate compressed files.
- Transmitter sends a file and **CHECK FILE STATUS** indicates that the file is good, but the transmitter wants to send a replacement or correction file to replace the original/correction/replacement file. Once a file has been transmitted, you can not send a replacement file unless Check File Status indicates the file is bad (1-2 business days after file was transmitted). If you do not want the IRS to process the file, you must first contact the IRS toll-free (866) 455-7438 to see if this is possible.
- Transmitter sends an original file that is good, and then sends a correction file for the entire file even though there are only a few changes. The correction file, containing the proper coding, should contain only the records needing correction, not the entire file.
- File is formatted as EBCDIC. All files submitted electronically must be in standard ASCII code.
- Transmitter has one TCC number, but is filing for multiple companies.When sending the file electronically, enter the EIN of the company assigned to the TCC. When you upload the file, it contains the EINs for the other companies that you are filing for. This is the information that is passed forward.

- If the transmitter sent the wrong file, call the IRS as soon as possible toll free at (866) 455-7438. The IRS may be able to stop the file before it has been processed. Please do not send a replacement for a file that is marked as a good file.

Appendix D - Drake Document Manager

Use the Drake Document Manager to create an organizational file structure for storing electronic documents such as CWU client files and PDF copies of tax returns.

The Document Manager, or DDM, is organized as a three-level system. Think of it as a virtual filing cabinet with drawers and folders in the drawers: Level 1 is the cabinet; Level 2 is the drawer; Level 3 is the folder. Folders may also have subfolders. The actual documents reside in the folders and subfolders.

To access the Drake Document Manager, go to **Tools > Drake Document Manager**.

Documentation for DDM can be found in the *2010 Drake Software Manual* on the Drake Tax Software CD. Insert the CD, select **Manuals, Practice Returns, and IRS Pubs**, and in the **Manuals** folder, select **2010 Drake Software Manual**. You can also go to the Drake Support website (http://www.Support.DrakeSoftware.com), and under **Training Tools** select **Manuals**.

Appendix E - Client Write-Up Menus

Table 14-1: Menus

Task	Description	Location
Accountant Info Report	Summarizes each client's contact and business information	**Reports > Accountant Info**
Activate CWU	New users of CWU must activate the program prior to its use by entering the code received with the purchase of the software.	**File > Activate CWU**
Add/Edit Clients	Add a new client or edit an existing client.	**Setup > Client Information**
Add/Edit Contractors	Add a new contractor or edit an existing contractor.	**Contractors > Contractor Setup**
Add/Edit Employee Deductions and Benefits	Create or modify default deductions and benefits offered to employees beyond the standard deductions.	**Employees > Deductions & Benefits**
Add/Edit Employees	Add a new employee or edit an existing employee.	**Employees > Employee Setup**
Add/Edit Vendors	Add a new vendor or edit an existing vendor.	**Payables > Vendor Setup**
Adjust FICA Withholding	Checks employee withholding for the year and compares it to the amount of FICA that should have been withheld. If there's a difference greater than 10 cents, transactions are created to correct FICA amounts.	**Employees > Adjust W2 Withholding**
After-the-Fact Contractor Payroll	Enter data pertaining to a previously issued contractor's paycheck.	**Contractors > ATF Contractor Payroll**
After-the-Fact Employee Payroll	Enter payroll information when employee checks are not going to be printed.	**Employees > ATF Payroll**
Auto Backup	Enable the auto backup feature	**Tools > File Maintenance > Auto Backup**
Backup	Back up client files	**Tools > File Maintenance > Backup**
Balance Sheet Report	Produces a statement listing the debit and credit balances of the current client.	**Reports > Balance Sheets**
Change Contractor Code	Change a previously entered contractor code.	**Contractors > Change Contractor Code**
Change Employee Code	Change a previously entered employee code.	**Employees > Change Employee Code**
Chart of Accounts Report	Lists the account number and name, level, and type. The Chart of Accounts Trial Balance report lists the account number, name, and corresponding debits and credits.	**Reports > Chart of Accounts**

Table 14-1: Menus

Task	Description	Location
Check Alignment	Change the alignment of information printed on pre-printed payroll checks.	**Employees > Check Alignment** and **Contractors > Check Alignment**
Check FICA Withholding	Checks employee withholding for the year and compares it to the amount of FICA that should have been withheld.	**Employees > Check W2 Withholding**
Close General Ledger	Zeros out all income and expense accounts and posts net income to the retained earnings account.	**Bookkeeping > Year End Close**
Create 1099 Extension file	Create the 1099-MISC extension request file.	**E-Filing > 1099/1098 E-Filing > Create Extension File**
Create 94X Tax Deposit	Enter the deposit information. This information can be transferred to the 94X if required.	**Employees > Tax Deposit > 94X**
Create/Edit Chart of Accounts	Create a client's chart of accounts for bookkeeping purposes or edit account numbers, names, level, and budget. Also define what form and line account information is exported to in Drake Tax software.	**Bookkeeping > Chart of Accounts**
Create/Print 1099 on the Fly	Create a 1099-MISC by entering information directly onto a 1099-MISC form without setting up the contractor.	**On the Fly Forms > 1099s, 1098 and W2G on the Fly > 1099 Misc. on the Fly**
Create/Print 1099/1096	Create the 1099-MISC and 1096 transmission file. Also print the 1099-MISC and 1096	**Contractors > Process 1099 Misc.**
Create/Print W-2 on the Fly	Create a W-2 by entering information directly onto a W-2 form without setting up the employee.	**On the Fly Forms > W2s on the Fly**
Create/Print W-2/W-3	Create, edit, and print W-2s and W-3s.	**Employees > Process W2s**
Delete Client Files	Permanently delete a client's files.	**Tools > File Maintenance > Delete Client**
Edit Appearance of Reports	Customize the appearance of reports (color, font, logo, and watermark).	**Setup > Display Settings**
Edit Report Header and Footer	The header and footnote information for reports can be modified.	**Setup > Headers & Footnotes**
E-File 94X Forms	Electronically file the 94X forms.	**E-Filing > 94X E-Filing > Select/Transmit 94X Forms > 94X**
E-File PIN Application	Transmit the PIN application required to e-file the 94X forms.	**E-Filing > 94X E-Filing > Select/Transmit PIN Applications**
E-File Transmission Status	View transmission status information for all tax deposits and PIN applications.	**E-Filing > 94X E-Filing > View Results**
E-mail CWU Tech Support	Send e-mail directly to technical support. Include your name, EFIN, and a description of the problem in detail.	**Help > Email CWU Tech Support**

Table 14-1: Menus

Task	Description	Location
Enter Journal Transactions	Enter transactions directly to the General Ledger. Can also bring the payroll information to the journal, add an ATF payroll entry to the journal “On the Fly”, and edit account names in the Chart of Accounts.	**Bookkeeping > Enter Transactions**
Export to Drake	Exports information from Client Write-Up to the client’s tax return in Drake.	**File > Export to Drake Tax**
General Ledger Report	Displays the balances of all accounts.	**Reports > General Ledger**
Install Updates	Download and install program update files.	**Tools > Install Program Updates**
Interim Report	Report displays information that was entered for the current month or period.	**Reports > Interim**
Live Contractor Payroll	Enter payroll data before printing a contractor paycheck.	**Contractors > Live Contractor Payroll**
Live Employee Payroll	Enter payroll data before printing an employee paycheck.	**Employees > Live Payroll**
MICR Calibration	Calibration is a two-step process that ensures the MICR information is printed on the check at the correct width and intensity.	**Firm > MICR Calibration**
Monthly Post Report	Produce a monthly posted balance sheet, profit and loss, general ledger and transaction listing.	**Reports > Monthly Post**
New Client	Add a new client to Client Write-Up.	**File > New Client**
Payables Check Alignment	Change the alignment of information printed on pre-printed paybles checks.	**Payables > Check Alignment**
Payroll account numbers, rates, and limitations.	Assign specific account numbers from the Chart of Accounts to payroll processing features. General payroll settings, rates and limits must be entered here.	**Employees > Account & Payroll Information** and **Contractors > Account & Payroll Information**
Payroll Filing Report	Payroll Filings reports generate the 943, 944, 944SS, 940, 941SS, and the 941C; also the 941 and 941SS quarterly reports.	**Employees > 94X Forms**
Payroll Report	Generate a variety of payroll reports pertaining to employees and contractors.	**Reports > Payroll**
PIN Application	Complete information to apply for a PIN from the IRS so 94X tax deposit forms can be e-filed.	**Setup > Client Information > EF Setup**
PIN Set Up	Complete the PIN setup process after receiving a PIN from the IRS.	**Setup > Client Information > EF Setup**
Post Transactions to the General Ledger	Posts the current transactions to the Chart of Accounts.	**Bookkeeping > Post Transactions**
Print Employee Payroll Checks	Print new employee pay checks.	**Employees > Print New Checks**

Table 14-1: Menus

Task	Description	Location
Print Contractor Payroll Checks	Print new contractor pay checks	**Contractors > Print New Checks**
Profit and Loss Report	Reports of the company's profits and losses.	**Reports > P & L**
Rebuild Client List	Re-index client databases.	**Tools > Rebuild Client List**
Reconcile Account Balances	Check account balances against the bank balances.	**Bookkeeping > Bank Reconciliation**
Reprint Employee Payroll Checks	Reprint a previously printed employee pay check.	**Employees > Reprint Checks**
Reprint Contractor Payroll Checks	Reprint a previously printed contractor pay check.	**Contractors > Reprint Checks**
Restore	Restore Client Write-Up client files.	**Tools > File Maintenance > Restore**
Review W-2 before Uploading to the SSA	Loads the Social Security Administration's AccuWage program which identifies most of the common format errors in wage submissions.	**E-Filing > W2 E-Filing (EFW2) > Review File**
Select Client	Change to view a different client's information.	**File > Select Client**
Set up 1099 E-Filing Capability.	Set up the necessary information required to electronically file Forms 1099.	**E-Filing > 1099 Misc. E-Filing > Create File**
Set up W-2 E-Filing Capability	Set the electronic filing options for the PIN, agent indicator code, EIN information and preparer, employment, and tax jurisdiction codes.	**E-Filing > W2 E-Filing (EFW2) > Create File**
State Tax and Wage Report	Produces the wage report to be filed with each state's department of revenue.	**Reports > State Tax & Wage**
Transaction Listing Report	Reports transactions sorted by journal code or in the order of actual transaction.	**Reports > Transaction Listings**
Transmit 1099	Connects to the IRS's FIRE website to upload 1099 and 1096 information and view results.	**E-Filing > 1099 Misc. E-Filing > Transmit File/View Results**
Transmit 1099 Extension Request	Connects to the IRS's FIRE website to upload the 1099-MISC extension request and view results.	**E-Filing > 1099 Misc. E-Filing > Transmit Extension File/View Results**
Update Client from prior year	Update the previous year's client data.	**Tools > Update Prior Year Clients**
Upload W-2/W-3 Information to the SSA	Connects the the Social Security's website to upload W-2 and W-3 information.	**E-Filing > W2 E-Filing (EFW2) > Transmit File**
Vendor Setup	Set up vendor information for printing of vendor checks.	**Payables > Vendor Setup**
Year-to-Date Report	Reports on the general ledger and journal transactions since the last post.	**Reports > Year-to-Date**

Appendix F - InterceptEFT Holidays

Direct Deposit transmissions on Friday, Saturday, or Sunday are processed by InterceptEFT the following Monday. InterceptEFT does not process any Direct Deposit transactions that fall on the following holidays:

Holiday Processing Calendar

Holiday	2011	2012	2013	2014
New Year's Day	Sat, Jan 1*	Fri, Jan 2**	Tues, Jan 1	Wed, Jan 1
Martin Luther King Jr. Day	Mon, Jan 17	Mon, Jan 16	Mon, Jan 21	Mon, Jan 20
President's Day	Mon, Feb 21	Mon, Feb 20	Mon, Feb 18	Mon, Feb 17
Memorial Day	Mon, May 30	Mon, May 28	Mon, May 27	Mon, May 26
Independence Day	Mon, July 4	Wed, July 4	Thur, July 4	Fri, July 4
Labor Day	Mon, Sept 5	Mon, Sept 3	Mon, Sept 2	Mon, Sept 1
Columbus Day	Mon, Oct 10	Mon, Oct 8	Mon, Oct 14	Mon, Oct 13
Veteran's Day	Fri, Nov 11	Mon, Nov 12**	Mon, Nov 11	Tues, Nov 11
Thanksgiving Day	Thur, Nov 24	Thur, Nov 22	Thur, Nov 28	Thur, Nov 27
Christmas Day	Mon, Dec 26**	Tues, Dec 25	Wed, Dec 25 *	Thur, Dec 25

* For holidays falling on Saturday, Federal Reserve Banks and branches will be open the preceding Friday.

** For holidays falling on Sunday, all Federal Reserve offices will be closed the following Monday.

Appendix G - Portals

Client Write-Up Portals is a web-based service designed to have employers perform some of the more time consuming and labor intensive parts of payroll processing. By having the employer perform these redundant and time consuming tasks, the firm has more time for the more analytical and profitable tasks on behalf of the employer.

Client Write-Up Portals allows those using CWU (the "firm") to extend payroll services to more of their clients (the "employer"). Employers can maintain their own payroll-specific demographic and pay information. To expedite and standardize the payroll process, employers create and verify pay information and monitor it during each payroll cycle. Once the payroll information is processed, the firm prints the checks (if needed), runs payroll reports, makes the 94X tax deposit and files the 94X tax return on behalf of the employer.

IMPORTANT Internet access is required for the firm and the employer to use Portals.

Portals Users

There are three types of Portals users:

- Admin — This is the CWU user responsible for the overall administration of the Portal including activating the Portal and maintaining Firm and Employer user IDs and passwords. The Admin user can perform all Portals functions.
- Firm — This is an employee of the accounting firm and has full Portals capabilities with the exception of managing portals users and activating the Portal.
- Employer — This is a client of the accounting firm (preferably the employee that handles payroll). This user has the same functionality as the Firm user but is restricted to viewing employee/contractor and payroll details of their company.

Throughout the Portals appendix, the appropriate user for each function is indicated in the margin.

Getting Started

Drake provides a 30-day free trial of Portals to give you the opportunity to "try before you buy".

Admin Function

To sign up for the free trial, complete the following:

1. Log on to Drake's Support website using your EFIN and Drake password at http://www.Support.DrakeSoftware.com.
2. Select the **Client Write-Up** tab on the left side of the Support page or hover your mouse over the **Client Write-Up** tab and select **CWU Portals**.
3. Select the **CWU Portals** link. The **CWU Portals** page displays.
4. Click the **Start Free Trial of CWU Portals** link located just above the **Questions**.

5. Make note of the **Portals Serial Number** and **User ID** under **Account and Payment Information**. This information is provided to begin your 30-day trial.

   The **Portals Serial Number** must be entered in to CWU. See "Activating Portals below for instructions on entering this number. The **User ID** is used to log in to the Portal. See "Logging in to the Portal" on page 324.

NOTE At the end of the 30-day trial period, a pop-up window will display letting you know the evaluation period has expired. Instructions display explaining how to continue use of Portals.

Activating Portals

Before accessing any of the Portals functions in CWU, you must first activate Portals.

Admin Function

To activate Portals:

1. Go to **Firm** > **Firm Info./Global Settings**.
2. In the **Portals Key (Serial Number)** field, enter the Portals serial number received from the Drake Support website.

NOTE The Drake account number (**Acct No**) and password (**Drake Pwd**) must be entered correctly in order to successfully access the Portals website. None of the Portals functions within CWU are available until the Portals Key is entered correctly.

3. Click **Save**.

Identifying Portals Clients

Admin and Firm

For any client using Portals, Client Write-Up (CWU) must indicate to Portals how that client's payroll is processed.

To identify Portals clients as either "live" or After-the-Fact ("ATF") payroll clients:

1. Make the Portals client the active client by going to **File** > **Open Client**. Select a client and click **OK**.
2. Go to **Setup** > **Client Information** > **Business Information**.
3. Select either **Live Portals Payroll** (default) or **ATF Portals Payroll**. Selecting **ATF Portals Payroll** indicates to Portals to collect the **Check Date** from the employer before creating a payroll batch.
4. Click **Save**.

Syncing CWU and Portals Records

Admin and Firm

CWU copies some of its payroll data to Portals (which resides on web servers at Drake Software). Anyone using Portals sees this "copy". As often as changes occur to the CWU data or to the Portals copy, CWU and Portals must be kept synchronized so no one is seeing old information. Because CWU is the hub of all payroll activity, those using CWU must accept or invoke this synchronization (or "sync").

Employee and contractor payroll-specific information must be synchronized manually the first time. After that, whenever a Portals employer is made the active client, CWU "syncs" automatically.

CWU clients become Portals employers when a manual sync is performed with that employer being the active client.

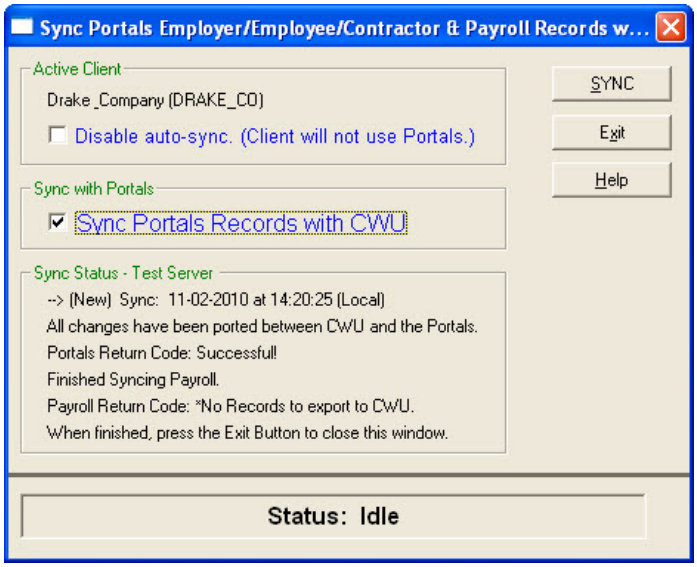
IMPORTANT

An Internet connection is required to perform a sync. If you use a dial-up connection to the Internet, you must first connect to the Internet then return to CWU and complete the following steps to perform the sync.

To manually sync records, complete the following:

1. Make the client you want to sync to Portals the active client (see "Changing the Active Client" on page 13).
2. Go to **Firm > Sync CWU and Portals Records**.

Figure 14-1: Sync Portals Records


Sync Portals Employer/Employee/Contractor & Payroll Records w...
Active Client
Drake _Company (DRAKE_CO)
Disable auto-sync. (Client will not use Portals.)
Sync with Portals
Sync Portals Records with CWU
Sync Status - Test Server
--> (New) Sync: 11-02-2010 at 14:20:25 (Local)
All changes have been ported between CWU and the Portals.
Portals Return Code: Successful!
Finished Syncing Payroll.
Payroll Return Code: *No Records to export to CWU.
When finished, press the Exit Button to close this window.
SYNC
Exit
Help
Status: Idle

3. Make sure **Sync Portals Records with CWU** is selected.
4. Click **SYNC**. When the **Status** at the bottom of the screen returns to "Idle", the process is complete. If the sync is successful, the **Portals Return Code** shows "Successful" in the **Sync Status** part of the screen.

NOTE

For each Portals client, you must:

- Identify all Portals clients as either Live or ATF payroll clients ("Identifying Portals Clients" on page 322), and
- Run the sync process ("Syncing CWU and Portals Records" on page 322).

After the initial manual sync of a Portals client, CWU automatically syncs whenever a Portals employer is made the active client. To disable the auto-sync feature, select **Disable Auto-Sync**.

NOTE The auto-sync feature should be disabled if you are using a dial-up Internet connection.

IMPORTANT Each sync updates data based on the "time-stamp" of when the data was changed. For example: An employer changes an employee's status and, before a sync is performed, someone at the firm changes that same employee's status to something else. When the sync is completed, the employer's value is recorded first (due to the earlier time-stamp) and then it is overwritten with the firm's changes (due to the later time-stamp of the two).

Since the information is time sensitive, it is important to have the correct date and time on your computer. It is also important to perform a sync on a timely basis.

Logging in to the Portal

Admin and Firm

IMPORTANT An Internet connection is required to access Portals. If your Internet uses a dial-up connection, you must first connect to the Internet then return to CWU and complete the following steps.

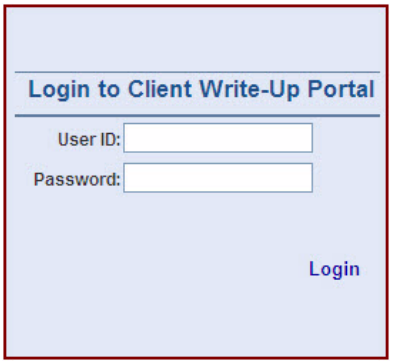
To log in to the portal, complete these steps:

1. Go to **Firm** > **Access Portals**. Your Internet browser window opens a new web page displaying the **Portals Login** screen.

NOTE The firm's administrator must log in to the Portal the first time in order to set up the firm's users and employer users. See "Managing Portals Users" on page 326 for information on creating firm and employer user IDs.

See "Portals Login" on page 331 for information on employer's access to the Portal.

Figure 14-2: Portals Login Screen



2. Enter the **User ID** and **Password**. This is the firm's Administrator, or Admin, login. If this is your first time signing in to Portals, use 'cwdefault' as the password.
3. Click **Login**. You will be prompted to change your password the first time you log in to Portals. Passwords must be between 8 and 20 characters and must be a combination of letters and numbers. For security reasons, passwords expire every three months.

NOTE

If the admin user forgets their Portals password, the administrator should call Client Write-Up Support to have their password reset to the default password. The next time the admin user logs in to the Portal, they'll use the default password and be prompted to create a new password.

After logging in to Portals, firm users and the admin user sees a list of employers that have been manually synced. If no employers are listed after logging in to the Portals website, verify the Account Number (**Firm > Firm Info./ Global Settings**, **Acct No** field) is entered correctly and perform the sync again (see "Syncing CWU and Portals Records" on page 322).

After logging in to Portals, employer users are taken directly to the list of employees in their company.

NOTE

Portals has a 20 minute time-out feature. After 15 minutes of inactivity, a time out warning displays. After another 5 minutes of inactivity (a total of 20 minutes of inactivity), Portals automatically logs you out. Log back in before continuing.

Verifying Employees

Admin and Firm

After logging in to the Portals website, verify that all employees were uploaded successfully.

1. Click an **Employer Code** to select an employers. A list of the employer's "non-terminated" employees displays.
2. Compare the total number of employees in CWU with that of Portals. To verify all employees are accounted for, clear the **Do not show terminated employees** check box.

Managing Portals Users

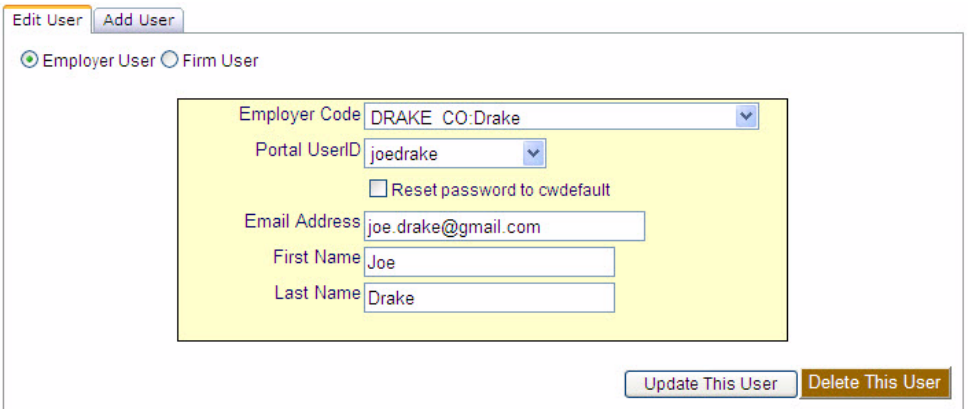
Admin Function

Create and maintain logins for staff at your accounting firm ("firm users") and for clients ("employer users") from the **Manage Portal Users** screen. The **Manage Portal Users** link is only visible by the administrative user.

NOTE

Since only the firm's administrator can add or edit firm and employer user information, make sure the administrator ID is logged into Portals when managing user information.

Figure 14-3: Manage Portal Users



Adding Firm Users

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Add User** tab.
3. Select the **Firm User** option button.
4. Complete the **Portal User ID**, **Email Address**, **First** and **Last Name** fields. For security reasons, the **Portal Password** can only be reset to a default value.
5. Click **Save New User**.

NOTE

Each user ID must be unique to Portals so it may have to be changed several times to find one that does not already exist. Consider an alternate but consistent way of assigning user IDs. For example, a three-letter firm code could begin each name (ABCjdoe) or the last 4-digits of the firm's telephone # could end each name (jdoe1234).

Editing Firm User Information

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Edit User** tab.
3. Select the **Firm User** option button.
4. Select the user to edit using the **Portal User ID** drop list.
5. Edit the firm user's **Email Address**, **First** and **Last Name**.
6. Click **Update This User**.

NOTE

If a firm user forgets their Portals password, the administrator can reset the password to the default password. To reset the password, select the firm user then select the check box under their **Portal User ID**. Click **Update This User**. The next time the firm user logs in to the portal, they'll use the default password and be prompted to create a new password.

Deleting Firm Users

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Edit User** tab.
3. Select the **Firm User** option button.
4. Select the user to delete using the **Portal User ID** drop list.
5. Click **Delete This User**.

Adding Employer Users

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Add User** tab.
3. Select the **Employer User** option button.
4. Select the employer from the **Employer Code** drop list.
5. Complete the **Portal User ID**, **Email Address**, **First** and **Last Name** fields. For security reasons, the **Portal Password** can only be reset to a default value.
6. Click **Save New User**.

NOTE

Each user ID must be unique to Portals so it may have to be changed several times to find one that does not already exist. Consider an alternate but consistent way of assigning user IDs. For example, a three-letter firm code could begin each name (ABCjdoe) or the last 4-digits of the firm's telephone # could end each name (jdoe1234).

Editing Employer User Information

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Edit User** tab.
3. Select the **Employer User** option button.
4. Select the employer from the **Employer Code** drop list.
5. Select the user to edit using the **Portal User ID** drop list.
6. Edit the firm user's **Email Address**, **First** and **Last Name**. If the employer user has forgotten their Portals password, select the check box under their **Portal User ID**.
7. Click **Update This User**.

NOTE

If an employer user forgets their Portals password, the administrator can reset the password to the default password. The next time the user logs in to Portals, they'll use the default password and will be prompted to create a new password.

Deleting Employer Users

1. From the list of **Employers**, select the **Manage Portal Users** link.
2. Click the **Edit User** tab.
3. Select the **Employer User** option button.

4. Select the employer from the **Employer Code** drop list.
5. Select the user to delete using the **Portal User ID** drop list.
6. Click **Delete This User**.

Transferring Files to Drake Support

Admin Function

To upload backup files to Drake's servers when Support requests this information for problem resolution:

1. Log in to Portals
2. From the list of employers, click the **File Xfer** link
3. Click **Browse** in the **Upload File** box
4. Locate the file to upload and either double-click on it or click **Open**

NOTE Only files with a .ZIP extension can be uploaded to Drake's servers.

5. Click **Upload File**.

To download files from Drake's servers:

1. Log in to Portals
2. From the list of employers, click the **File Xfer** link
3. Use the drop list in the **Download File** box to select the file to download
4. Click **Download File**

E-Mailing a Portals Employer

Admin and Firm

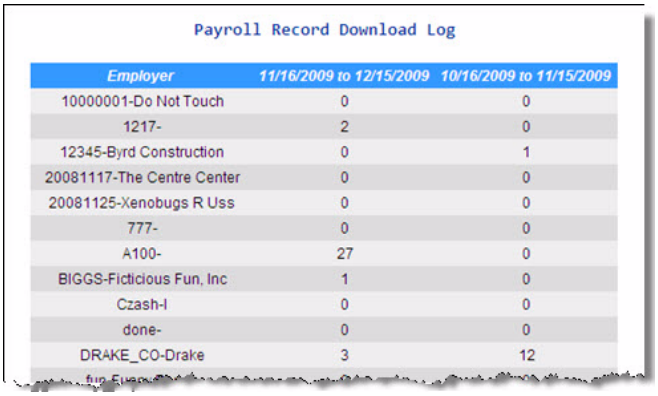
To e-mail a Portals employer from Portals, log in to Portals and from the list of employers, click on the desired employer's e-mail address. This address comes from the **Email** field on the **Contact Information** tab under **Setup > Client Information** in Client Write-Up.

Viewing the Payroll Download Log

Admin and Firm

The payroll download log is helpful in reconciling Drake's charges for using Portals. From the list of employers, click **View Use Report**.

Figure 14-4: Payroll Download Log



Payroll Record Download Log

Employer	11/16/2009 to 12/15/2009	10/16/2009 to 11/15/2009
10000001-Do Not Touch	0	0
1217-	2	0
12345-Byrd Construction	0	1
20081117-The Centre Center	0	0
20081125-Xenobugs R Uss	0	0
777-	0	0
A100-	27	0
BIGGS-Ficticious Fun, Inc	1	0
Czash-I	0	0
done-	0	0
DRAKE_CO-Drake	3	12

Updating the CWU Help System

Admin and Firm

The Client Write-Up Help system is updated throughout the year. Update the CWU desktop Help system by:

1. From the list of employers, click **Update CWU Help**.
2. Click **Save**. The **Save As** window displays.
3. Navigate to the drive and folder of the CWU program. The folder is CWUyyyy where "yyyy" is the year (2011) of the CWU program. **Do not change the default file name displayed**.
4. Click **Save**.

Working with Employers

Admin and Firm

To begin working with a Portals employer, from the list of employers, click on the desired **Employer Code**. A list of the employer's employees displays. With the exception of the **Employers** link, this is the web page that employer users see after logging in to the Portal.

IMPORTANT

Admin, firm, and employer users use the same web pages once the list of employees displays. These pages look and operate the same way regardless of the type of user that is logged in to Portals.

Working with Portals

All Users

The following section applies to the admin, firm, and employer users. Print this section and supply it to the employer as their manual for Portals.

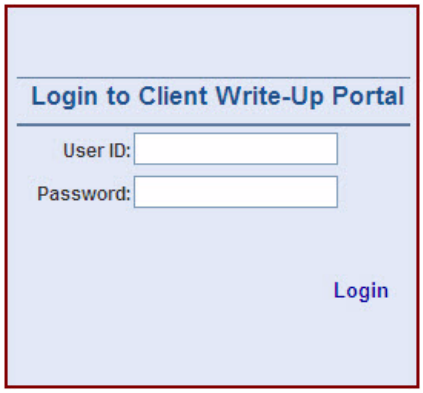
IMPORTANT

Admin, firm, and employer users use the same web pages once the list of employees displays. These pages look and operate the same way regardless of the type of user that is logged in to Portals.

Portals Login

To access the Portal, employers must first access the Internet and point their Internet web browser to https://cwu.1040.com/login.aspx. It is recommended that employers set up a bookmark in their Internet browser to access this URL. The Portals **Login Screen** displays.

Figure 14-5: Portals Login Screen



To log into the Portal:

1. Enter the **User ID** and **Password** provided by the firm's administrator.
2. Click **Login**. You will be prompted to change your password the first time you log in to Portals. Passwords must be between 8 and 20 characters and must be a combination of letters and numbers. For security reasons, passwords expire every 90 days and must be changed at that time.

NOTE

If firm or employer users forget their Portals password, they should contact the firm's administrator to have their password reset. The next time the employer user logs in to the Portal, they'll be prompted to create a new password.

After logging in to the Portal, employer users are taken directly to the list of employees in their company.

NOTE

Portals has a 20 minute time-out feature. After 15 minutes of inactivity, a time out warning displays. After another 5 minutes of inactivity (a total of 20 minutes of inactivity), Portals automatically logs you out. Log back in before continuing.

Navigating Portals

The following tips will aid in navigating Portals:

- Anything underlined is either a link to other information or a way to rearrange the information by column.
- Check-boxes act as filters including or excluding what information is shown.
- Page numbers appear below lists. Click underlined page numbers to see other pages in the list.
- To access on-screen Help, click the question-mark.
- A red asterisk (*) to the right of a textbox indicates required information that needs to be entered.
- To enter dates, click the calendar to select a date or enter a date using either the MM/DD/YYYY format (08/03/2010) or the MMDDYYYY format (08032010).
- To return to the list of Portals employers, click the **Employers** link (not available to employer users).
- Click **Payroll in Progress** to display the last tab completed.in the payroll process.

Managing the Employees List

Figure 14-6: Portals Employees List

Employees of: Drake
Drake
Employers | Contractors | Upload CWL Reports | Reports | Blank Forms | Payroll in Progress | Log out (Firm User) |
Drake is a client of Train Em How, LLC
Do not show terminated employees
39 Employees
Create New Payroll
Payroll Records
More Detail
Export Labels
Employee Code | Last Name | First Name | Middle Name | Pay Frequency | Employee Status
28 | Brown | Linda | Rice | Weekly | Active
50 | Butler | Cheryl | Middle Name | Weekly | Active
51 | Cooksey | Holly | Holly-Cooksey | None | Active
46 | Crawford | Kim | | Weekly | Active
23 | Day | Cindy | | Weekly | Active
33 | Dezarn | Joshua | | Weekly | Active
35 | Edwards | Samantha | | Weekly | Active
36 | Fuller | Natasha | | Weekly | Active
49 | Hatke | Anne | | Weekly | Active
47 | Holycross | Kelli | | Weekly | Active
42 | Jean | Donna A | | Weekly | Active
43 | Kerst | Cortney D | | Weekly | Active
63 | Lanke | Lauria M | | Weekly | Active
34567 | Last Name | Name | | Weekly | Active
1234 | last name | first name | middle name | Weekly | Active
1 2 3

From the employees and contractors lists, you can:

1. Click a column header to sort the data in ascending or descending order.
2. Include or exclude terminated employees in the displayed list. Select or clear the **Do not show terminated employees** check box. The default is to exclude terminated employees from the list. (Not available from Contractors list).
3. Click **More Detail** (or **Less Detail**) to display additional (or fewer) columns of information.

4. Click **Export Labels** to generate an Excel file that lists employees' or contractors' Name (combines **First**, **Middle**, and **Last Name** fields), **Address** (lines 1 and 2), **City**, **State**, and **Zip**. The **File Download** window displays where you can either **Open** the file in Excel (Excel must be installed on your computer) or **Save** the file. If you select **Save**, the **Save As** window displays giving you the option to rename the file and specify the location to save the file.
5. Click **Blank Forms** to access various forms that can be printed or completed on the screen and saved. (Not available from Contractors list). The forms available are:

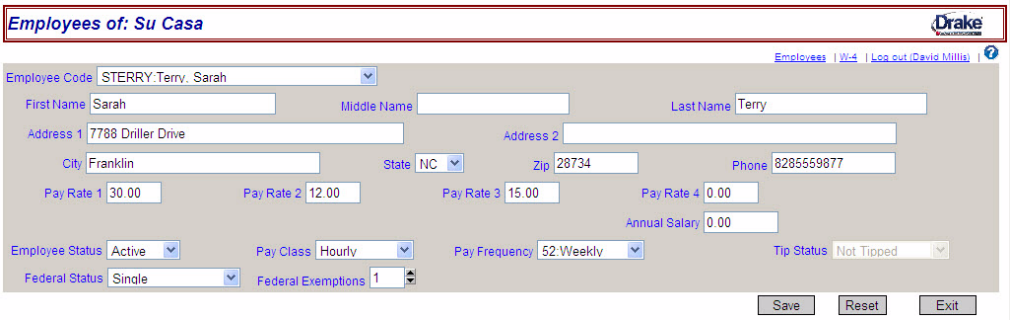
W-4	Employee's Withholding Allowance Certificate
I-9	Employment Eligibility Verification
SS-8	Determination of Worker Status
W-9	Request for Taxpayer Identification Number and Certification
6847	Consent for IRS to Release Tax Information
4419	Application for Filing Information Returns Electronically

Editing Employee and Contractor Information

To edit employee and contractor information, complete the following:

1. From the list of employees or contractors, click the **Employee/Contractor Code** of the employee or contractor to edit. The **Employee/Contractor** edit window displays the employee's or contractor's demographic and payroll information.

Figure 14-7: Edit Portals Employee Information



2. All fields may be edited except the **Employee** or **Contractor Code**.
3. When finished editing, click **Save**. Click **Reset** to close this window without saving. CWU is updated to reflect these changes the next time a sync is run for this employer.

Entering Employee Payroll Information

To enter timecard information, complete the following:

1. From the list of employees, click the **Create New Payroll** button to create a group (or batch) of "timecards".
2. If the employer is set up as a **Live Portals Payroll** client, only the **Pay Period Ending Date** and **Pay Frequency** fields display. If the employer is set up as an **ATF Portals Payroll** client, the **Checks Printed Date** field also displays.

- **Pay Period Ending Date** — Enter the ending date of the pay period.
- **Pay Frequency** — Select to calculate pay for employees that are paid Weekly, BiWeekly, Monthly, etc. If there are employees with the same **Pay Period Ending Date** that are paid at different pay frequencies, create the batch for one group of employees (e.g. Weekly), then return to the **Employees** screen, click **Create New Payroll**, set the **Pay Period Ending Date** and select the next group of employees (e.g. BiWeekly) to include in the batch.
- **Checks Printed Date** (field displays if this is an ATF Portals Payroll client) — Enter the date the employer will (or did) pay their employees. This is typically the date printed on the paychecks. When the employer creates their own paychecks, this date must be included for the accounting firm to correctly report filing data to the government.

3. Click **Create Payroll Batch**. This batch includes one timecard for every "Active", "Suspended", and "Statutory" employee whose **Pay Frequency** matches the one selected. If an employee is paid Weekly, **Regular Hours 1** equals 40 hours. If an employee is paid BiWeekly, **Regular Hours 1** equals 80 hours. If the **Pay Class** is "Salary" or Officer Salary", the salary amount equals the **Annual Salary** divided by the **Pay Frequency**.

NOTE

Re-run this process for each different **Pay Frequency**. After the batch is created, all the records using the same **Pay Period End Date** display, even if the Pay Frequencys are different.

Editing Employee Pay

Once the batch is created, you may edit employee pay information for this pay period.

1. From the **Payroll in Progress** page (time cards displayed), click **Edit** to the left of the Employee **Code**. The timecard information is highlighted.
2. Edit the pay information as needed. Tab from field to field.
3. Once an employee's pay record has been edited, click **Update**.

Approving Employee Time Cards

Before the payroll batch can be processed for a **Payroll Period End** date, it must be selected and approved. Select the appropriate **Pay Period End** date. Once all employee's pay records have been updated, click **Approve Time Cards**. Since payroll records cannot be changed once they are approved, you must confirm the approval. Click **OK**.

The approved timecards no longer appear on the **Time Card** tab but now display on the **Approved** tab by the selected **Payroll Period End** date.

IMPORTANT

Once timecards have been approved, they are available to be downloaded (synced) and processed by the accounting firm. See "Portals - Processing Employee Payroll" on page 120.

Once the accounting firm has downloaded the "approved" batch, the information displays on the **Loaded** tab and is removed from the **Approved** tab.

Once the accounting firm has processed the payroll, the information displays on the **Processed** tab and is removed from the **Loaded** tab.

Viewing Processed Payroll

Once the accounting firm has processed payroll in Client Write-Up, paycheck information is synced back to the Portal and the information appears on the **Processed** tab.

NOTE

The information on the **Processed** tab may be particularly helpful to the employer that prints their own pay checks. By having just one source for calculating payroll, there is much less opportunity for the withholding information to be inconsistent between the actual paychecks and the information the accountant includes on payroll tax returns.

Information on the **Processed** tab can be exported to Excel.

To export the processed information, complete the following:

1. Access the Processed tab. From the list of employees, click the **Payroll Records** button then the **Processed** tab.
2. Select the Pay Period Ending Date of the payroll you wish to export from the **Select Ending Date** drop list.
3. Click **To Excel**. The **File Download** window displays where you can either **Open** the file in Excel (Excel must be installed on your computer) or **Save** the file. If you select **Save**, the **Save As** window displays giving you the option to rename the file and specify the location to save the file.

Entering Contractor Payment Information

To enter contractor payment information, complete the following:

1. From the list of contractors, click the **New Payments** button to create a group (or batch) of payments.
2. Enter the **Payments Ending Date**.
3. Click **Create Payment Batch**.
4. Click **Edit** to the left of the Contractor **Code**. The payment information fields are highlighted.
5. Edit the pay information as needed. Tab from field to field.
6. Once a contractor's pay record has been edited, click **Update**.

Editing Contractor Payments

Once the batch is created, you may edit contractor pay information for this pay period.

1. From the **Contractor Payments in Progress** page (pay information displayed), click **Edit** to the left of the Contractor **Code**. The pay information is highlighted.
2. Edit the pay information as needed. Tab from field to field.
3. Once a contractor's pay record has been edited, click **Update**.

Approving Contractor Payments

Before the payment batch can be processed for a payment **Ending Date**, it must be selected and approved. Select the appropriate **Ending Date**. Once all contractor's pay records have been updated, click **Approve Payments**. Since pay records cannot be changed once they are approved, you must confirm the approval. Click **OK**.

The approved payments no longer appear on the **Contractor Payments** tab but now display on the **Approved** tab by the selected payment **Ending Date**.

IMPORTANT

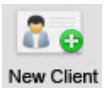
Once payments have been approved, they are available to be downloaded (synced) and processed by the accounting firm. See "Portals - Processing Contractor Payments" on page 148.

Once the accounting firm has downloaded the "approved" batch, the information displays on the **Loaded** tab and is removed from the **Approved** tab.

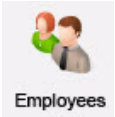
Appendix H - Home Screen Shortcuts

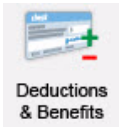
The icons, or speed buttons, on the CWU **Home** screen are intended to save you time and mouse clicks in navigating to the most commonly used parts of Client Write-Up. The tables below show the speed button and the menu pathing equivalents.

General Shortcuts

Speed Button	Menu Equivalent
	**File > New Client** (see Setting Up a New Client" on page 31)
	File > Open Client (see Changing the Active Client" on page 13)
	Reports menu (see Report Types" on page 254)
	Setup > Client Information (see Contact Information" on page 32)
	Tools > File Maintenance > Backup (see Backup" on page 285)
	Tools > Drake Document Manager (see Appendix D - Drake Document Manager" on page 315)
	Help > Contents
	File > Exit

Employee Payroll Shortcuts

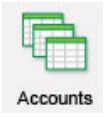
Speed Button	Menu Equivalent
	**Employees > Employee Setup** (see Employee Setup" on page 72)

Speed Button	Menu Equivalent
	Employees > Live Payroll (see Live Employee Payroll" on page 86)
	Employees > ATF Payroll (see ATF Employee Payroll" on page 95)
	Employees > Print New Checks (see Printing Employee Pay Checks" on page 101)
	**Employees > Deductions & Benefits** (see Deductions and Benefits Setup" on page 65)
	Employees > Direct Deposit - Transmit Employees (see Transmitting Employee Direct Deposits" on page 107)

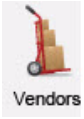
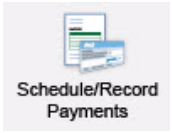
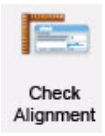
Contractor Payroll Shortcuts

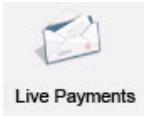
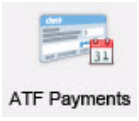
Speed Button	Menu Equivalent
	Contractors > Contractor Setup (see Adding a Contractor" on page 125)
	Contractors > Live Contractor Payroll (see Live Contractor Payroll" on page 130)
	Contractors > ATF Contractor Payroll (see ATF Contractor Payroll" on page 134)
	Contractors > Print New Checks (see Printing Contractor Pay Checks" on page 137)
	Contractors > Direct Deposit - Transmit Contractors (see Transmitting Contractor Direct Deposits" on page 143)

Bookkeeping Shortcuts

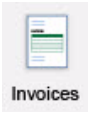
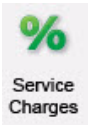
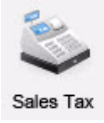
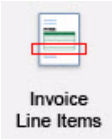
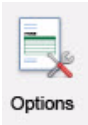
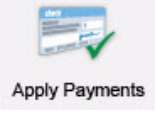
Speed Button	Menu Equivalent
	**Bookkeeping > Chart of Accounts** (see Chart of Accounts (COA) Setup" on page 45)
	Bookkeeping > Enter Transactions (see Entering Journal Transactions" on page 157)
	Bookkeeping > Bank Reconciliation (see Bank Reconciliation" on page 164)
	Bookkeeping > Post Transactions (see Posting Transactions" on page 165)

Accounts Payable Shortcuts

Speed Button	Menu Equivalent
	**Payables > Vendor Setup** (see Vendor Setup" on page 196)
	Payables > **Enter New Invoices** (see Entering Invoices" on page 198)
	**Payables** > **View & Pay Invoices** (see Scheduling Live Payments" on page 205)
	Payables > **Check Writer** (see Check Writer" on page 216)
	**Payables** > **Check Alignment** (see Payables Check Alignment" on page 225)

Speed Button	Menu Equivalent
	**Payables** > **Live Payments > Print Checks** (see Printing Vendor Checks" on page 209)
	**Payables** > **View & Pay Invoices > Record ATF Pmts** (see Recording ATF Payments" on page 208)

Accounts Receivable Shortcuts

Speed Button	Menu Equivalent
	Receivables > **Customer Setup** (see Customer Setup" on page 234)
	**Receivables** > **Enter/Update Invoices** (see Entering New Invoices" on page 239)
	**Receivables** > **Enter Service Charges/Penalties** (see Entering Service Charges and Penalties" on page 244)
	**Receivables** > **Sales Tax Records** (see Entering Sales Tax Records" on page 230)
	**Receivables** > **Invoice Item Setup** (see Invoice Item Setup" on page 233)
	**Receivables** > **Receivables Options** (see Entering Receivables Options" on page 227)
	**Receivables** > **Apply Payments** (see Applying Receivables Payments" on page 245)

Appendix I - Reporting Agent's List

A **Reporting Agent's List** is required to accompany Forms 8655 and is a list of clients included in a batch being submitted for e-filing approval. Use the format of this sample list to create your own Reporting Agent's List.

REPORTING AGENT'S LIST DATE OF LIST _____

Reporting Agent's Name _____

Reporting Agent's Street Address _____

Reporting Agent's City, State, ZIP _____

Reporting Agent's Employer Identification Number _____

List Type (Additions or Deletions) _____

Name of Reporting Agent's Contact Person _____

Phone Number of Reporting Agent's Contact Person _____

Client Account Number (optional)	Employer Identification Number	Name Control (IRS Supplied)	Taxpayer Name and Address
10035	*12-00000XX		Taxpayer One 1 First St Firsttown, NY 10001
10037	*32-0000XXX		Taxpayer Two 2 Second St Secondtown, NY 20002
12345	*52-000XXXX		Taxpayer Three 3 Third St

* Employer Identification Numbers must be listed in ascending numerical order.

NOTE: The items listed under Client Account Number, Employer Identification Number, Name Control, and Taxpayer Name and Address are fictitious examples. The actual information for the taxpayer's Forms 8655 being submitted with the Reporting Agent's List should be entered. Only one copy of the Reporting Agent's List should be submitted, along with the Forms 8655, to:

Internal Revenue Service
Accounts Management Service Center
MS 6748; RAF Team
1973 N. Rulon White Blvd.
Ogden, UT 84404

or fax Forms 8655 and paper Reporting Agent Lists to the RAF Team at (801) 620-4142.

(from IRS Publication 1474)

SAMPLE

Appendix J - Preparing to e-file W-2s

Before uploading W-2 and W-3 information to the Social Security Administration, you must:

1. Register to use the Social Security Administration's Business Services Online website, and
2. Download and install the AccuWage 2011 software

Registering with the Social Security Administration
When you register to use the the SSA's website, you will get a login ID and password. You will also need to establish which of the SSA's services you will be using.

1. In CWU2011, go to **E-Filing > W2 E-Filing (EFW2) > Transmit File**.
2. Select the **W2 files have been tested using AccuWage 2011** option
3. Click **Open Web Site**. The Social Security Administration's Business Services Online website (http://www.socialsecurity.gov/bso/bsowelcome.htm) displays.
4. Click **Register**. Enter your registration information. Once you've entered your information, you will be prompted to select the services you will be using.
5. From the **Main Menu** on the left side of the screen, go to **Manage Services**.
6. Select **Request New Services**.
7. Select **SSA Services Suite for Employers**.

NOTE

An E-Filing Quick Reference sheet is provided for your convenience. Use this form to write down the various User IDs, passwords, etc. associated with e-filing. See Appendix L - E-Filing Quick Reference to access this form.

Download and install the AccuWage2011 software

The Social Security Administration provides the AccuWage program so that you may check your W-2 upload files for errors that could cause a reject. AccuWage is a free download.

NOTES

Installing and using the AccuWage is not required but strongly recommended.

AccuWage must be installed on the same drive where CWU is installed.

1. In CWU2011, go to **E-Filing > W2 E-Filing (EFW2) > Transmit File**.
2. Select the **W2 files have not been tested using AccuWage 2011** option
3. Click **Yes**
4. Click **Open Web Site**. The AccuWage Information and Software web page displays (http://www.ssa.gov/employer/accuwage/index.html).
5. Click **Download AccuWage – 2011 Tax Year** on the left side of the screen.
6. Click **Run**.

Appendix K - Preparing to e-file 1099s

Before uploading 1099 and 1096 information to the IRS, you must:

1. Get a Transmitter Control Code (TCC), and
2. Register on the IRS's FIRE web site.

Getting a Transmitter Control Code

1. Go to http://www.irs.gov/pub/irs-pdf/f4419.pdf
2. Complete Form 4419.

NOTE Select only the first box below line 7 unless the others are absolutely necessary. If you select more than the first box, the IRS will call you to verify your selection. This will cause your application to be delayed.

3. Fax the completed form to 877-477-0572.
4. Check on the status of the 4419 application (and receive the 5-character TCC over the phone, call toll free: 866-455-7438 (option 3). You will also receive a letter from the IRS with your TCC.
5. In CWU2011, go to **Firm > Firm Info./Global Settings** and enter the TCC.
6. Click **Save**.

NOTE Only one Transmitter Control Code is required to e-file all of your clients' 1099s.

Register to use the IRS's "FIRE" Website

1. Go to https://fire.irs.gov/firev1r/default.aspx.
2. Click **Create New Account** on the left side of the screen.
3. Complete and submit the application.
4. Create a **User ID** and **Password**.
5. Create a 10-digit Personal Identification Number (PIN).

NOTE An E-Filing Quick Reference sheet is provided for your convenience. Use this form to write down the various User IDs, passwords, etc. associated with e-filing. See Appendix L - E-Filing Quick Reference to access this form.

Appendix L - E-Filing Quick Reference

EFIN**:** _____

Drake Password: _____

Drake Account #: _____

W-2 Information

SSA website User ID: _____

SSA website Password: _____

1099 Information

TCC: _____

IRS FIRE website User ID: _____

IRS FIRE website Password: _____

94X Information

Your business's taxpayer PIN: __ __ __ __ __ __ __ __ __ __

Your Reporting Agent PIN: __ __ __ __ __

Alternate way to check 94X IRS Acks:

1. From CWU, go to **Help > Drake Support Web Site**
2. Go to **My Account > EF Database**
3. Click **Tools**
4. Click **Run 94x Report**

To download this form from the Drake Support website, click on the following link:
E-Filing Quick Reference Sheet

15 Glossary

Account — A detailed record of a particular asset, liability, owners' equity, revenue, or expense.

Account Type—Designates an account in the chart of accounts as an asset account, a liability account, expense account, capital account, income account, etc.

AccuWage—This is free software from the Social Security Administration (SSA). The software checks W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) reports for errors before you send them to the SSA. To use the software, download and install the software on your PC. To download the software, go to *http://www.ssa.gov/employer/accuwage/*.

ACK — IRS acknowledges each transmission of electronic return data. There are two types of ACK files, the Transmission ACK File and the Validation ACK File. Transmission ACK File is generated if there is a problem in the basic formatting of the entire file. Validation ACK File is generated when there is a problem within the return.

Acknowledgement — See ACK

Additional Net Pay — Amounts added to an employee's paycheck not subject to withholdings.

Advance Earned Income Credit (AEIC) — An employee who expects to be eligible for the earned income credit (EIC) and expects to have a qualifying child is entitled to receive EIC payments with his or her pay during the year. To get these payments, the employee must provide to you a properly completed Form W-5, Earned Income Credit Advance Payment Certificate, using either the paper form or an approved electronic format. You are required to make advance EIC payments to employees who give you a completed and signed Form W-5.

After-the-Fact Payroll — Payroll information is entered for reporting purposes only and no checks are printed.

ATF Payroll — See After-the-Fact Payroll.

Balance — Either equality between the totals of the credit and debit sides of an account or the difference between the totals of the credit and debit sides of an account.

Balance Sheet — A summary of all the accounts of a business, it provides a snapshot of the business at a given point in time. A balance sheet is usually prepared at the end of each financial year. The term implies that the combined balance of assets equals the liabilities and equity.

Beginning Balance — The amount on hand at the start of an accounting period.

Benefits — Employer provided “non-cash” taxable compensation or fringe benefits.

Cash Account — The general ledger account that reports currency, coins, undeposited checks, and the checking accounts of a company.

Chart of Accounts — A listing of the accounts available in the accounting system in which to record entries. The Chart of Accounts consists of balance sheet accounts (assets, liabilities, stockholders' equity) and income statement accounts (revenues, expenses, gains, losses). It can be expanded and tailored to reflect the specific operations of a company.

Close — Refers to procedures at the end of an accounting period. Since an income statement reports the net income for a single accounting period and shows the expenses and revenues only for that period, closing clears current period balances but maintains year to date.

COA — See Chart of Accounts.

Common Paymaster — An entity that pays an employee for two or more related corporations at the same time.

Credit — To enter an amount on the right side of an account. Generally, these types of accounts are increased with a credit: Gains, Income, Revenues, Liabilities, and Stockholders' (Owner's) Equity.

Debit — To enter an amount on the left side of an account. Generally, these types of accounts are increased with a debit: Dividends (draws), Expenses, Assets, and Losses.

Deduction — An expense incurred by a taxpayer that is subtracted from gross income and results in a lower overall taxable income.

Double Entry System of Bookkeeping — Every business transaction is recorded into at least two accounts. For each debit there is an offsetting credit.

Earned Income Credit (EIC) — See EIC.

EFIN (Electronic Filing Identification Number) — Required to electronically file tax returns and other tax related documents, an EFIN is acquired by submitting Form 8633 and a fingerprint card to the IRS.

EIC — A refundable credit for workers who meet certain requirements and file a tax return. Persons with or without a qualifying child may claim the EIC. To qualify for the credit, income must be earned.

EIN — Employer Identification Number. This is required to file the various employment tax returns. You may obtain an EIN by completing Form SS-4, Application for Employer Identification Number, and mail or fax it to the IRS for processing.

Electronic Filing Identification Number — See EFIN.

Electronic Return Originator — See ERO.

Employer Identification Number — See EIN.

Ending Balance — The amount in an account at the end of an accounting period as a result of operations during the period.

ERO — Individuals who have passed the suitability checks by the Internal Revenue Service and have subsequently been accepted into the electronic filing program. EROs are required to use their clients' 10-digit Personal Identification Numbers (PIN) when electronically filing the Form 940 series for the client. This PIN serves as an electronic signature for the return.

Exemption — A subtraction from income in computing taxable income. Also, the number used when calculating income tax withholding.

Expense Account — An expense represents an event in which an asset is used or a liability is incurred. Expenses decrease the owner's equity. Examples of expense accounts are wage expense, supply expense, rent expense, and advertising expense.

FICA — Federal Insurance Contribution Act. FICA indicates the payroll taxes for both Social Security and Medicare.

FIRE System — "FIRE" refers to the Filing Information Returns Electronically system at *http://fire.irs.gov*. The following information returns can be filed electronically: Forms 1042-S, 1098, 1099, 5498, 8027, W-2G, and QWF (Questionable Forms W-4). To participate in the FIRE system, submit Form 4419 to request authorization to file Information Returns with the IRS. Once you are approved, a five-character alphanumeric Transmitter Control Code (TCC) is assigned. If you already have a TCC for magnetic media filing, you need not reapply.

Form 1096 — This form is used to transmit paper Form 1099-MISC to the IRS. Do not use Form 1096 to transmit electronically or magnetically.

Form 1099-MISC — File this form for each person to whom the employer has paid during the year: at least $10 in royalties or broker payments in lieu of dividends or tax-exempt interest; at least $600 in rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) the employer purchases from anyone engaged in the trade or business of catching fish, or, generally, the cash paid from a notional principal contract to an individual, partnership, or estate; any fishing boat proceeds; or gross proceeds to an attorney. In addition, use this form to report direct sales of at least $5,000 of consumer products to a buyer for resale anywhere other than a permanent retail establishment. You must also file this form for each person from whom the employer has withheld any federal income tax under the backup withholding rules regardless of the amount of the payment.

Form 940 — Use this form to report annual Federal Unemployment Tax Act (FUTA) tax.

Form 941 — Use this form to report: payroll taxes (withheld federal income tax and both employee and employer shares of Social Security and Medicare taxes) for the quarter; current quarter's adjustments to Social Security and Medicare taxes for fractions of cents, sick pay, tips, and group-term life insurance; and prior quarters' adjustments to payroll taxes (attach Form 941c).

Form 941C — Use Form 941C to provide background information and certifications supporting prior period adjustments to income, Social Security, and Medicare taxes reported on Forms 941, 941-M, 941-SS, 943, 944, 944(SP), 944-SS, or 945. File it with the tax return on which the adjustment is being claimed. Do not use Form 941C as a supporting statement for current period adjustments (for example, adjustment for uncollected employee share of Social Security and Medicare taxes on tips). No supporting statement is required for the fractions-of-cents, group term life insurance, and third-party sick pay adjustments.

Form 941-SS — Use this form to report the employer's quarterly federal Social Security and Medicare taxes for workers in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands.

Form 943 — Use this form to report federal income tax withheld and employer and employee Social Security and Medicare taxes on wages paid to farm workers.

Form 944 — This form is designed so the small employers (those whose annual liability for Social Security, Medicare, and withheld federal income taxes is $1,000 or less) will file and pay these taxes only once a year instead of every quarter. Use Form 944 to report: payroll taxes (withheld federal income tax and both employee and employer shares of Social Security and Medicare taxes) for the year; current year's adjustments to Social Security and Medicare taxes for fractions of cents, sick pay, tips, and group-term life insurance; and prior years' adjustments to payroll taxes (attach Form 941c). File this form if the IRS has notified you to file Form 944 to report: wages you have paid, tips your employees have received, both the employer's and the employee's share of Social Security and Medicare taxes; and Advance earned income tax credit (EIC) payments. You must file a Form 944 for each year even if you have no taxes to report unless the IRS notifies you that your filing requirement has been changed to Form 941 (or you filed a final return).

Form 944-SS — This form is designed so the small employers (those whose annual liability for Social Security and Medicare taxes is $1,000 or less) in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands will have to file and pay these taxes only once a year instead of every quarter. File this form if the IRS has notified you to file Form 944-SS to report: wages you have paid, tips your employees have received, and both the employer's and the employee's share of Social Security and Medicare taxes. You must file a Form 944-SS for each year even if you have no taxes to report unless the IRS notifies you that your filing requirement has been changed to Form 941-SS (or you filed a final return).

FUTA — Federal Unemployment Tax. Together with state unemployment systems, FUTA tax provides payments of unemployment compensation to workers who have lost their jobs. Most employers pay both federal and state unemployment taxes. Only the employer pays FUTA tax.

GAAP (Generally Accepted Accounting Principles) — These are general rules and concepts that govern the field of accounting and form the groundwork on which more detailed, complicated, and legalistic accounting rules are based. GAAP enables us to assume that there is consistency from year to year in the methods used to prepare a company's financial statements. And although variations may exist, we can make reasonably confident conclusions when comparing one company to another.

General Ledger — The part of the accounting system containing the balance sheet and income statement accounts used for recording transactions.

Generally Accepted Accounting Principles — See GAAP.

Gross — The total amount of income or expense before deductions or adjustments. For example, gross pay is the amount before withholding deductions or gross purchases before discounts.

ITIN — An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA). ITINs are issued regardless of immigration status because both resident and nonresident aliens may have U.S. tax return and payment responsibilities under the Internal Revenue Code.

Journal — Where transactions are recorded and appear in order by date.

Journal Entry — The entry made in a journal containing the date, the account name, amount to be debited, the account name and amount to be credited. Each journal entry must have the dollars of debits equal to the dollars of credits.

Live Payroll — Payroll information is entered and employee paychecks are printed.

MICR — Magnetic Ink Character Recognition. A character recognition system developed for the banking industry that gives banks a secure and faster method of processing checks. It uses special characters and magnetic ink or toner on blank check stock to print the numbers and characters found on the bottom of checks. A document printed with MICR ink is read by passing through a machine that will first magnetize the ink on the MICR line, and then read the magnetic signals. Each character gives off a magnetic signal unique and identifiable to that character.

MMREF — Magnetic Media Reporting and Electronic Filing. Electronic reporting specifications for Form W-2 set by the Social Security Administration.

Net Pay — Gross wages or gross salaries minus withholdings for payroll taxes and other items such as insurance, union dues, United Way, etc. Also referred to as “take home pay”.

Post — The transferring of entries from the journals to be summarized in the general ledger.

Postable Account — Level 0 accounts. Journal entries can only be made to postable accounts. Other level accounts are summary accounts.

Reporting Agent — An accounting service, franchiser, bank or other person who complies with IRS Revenue Procedures 96-17 and is authorized to electronically sign and file a Form 940/941 on behalf of a taxpayer. This authorization is granted through submission of Form 8655, either by the client or the reporting agent. There must be a Form 8655 signed by the client for each of the reporting agent's clients. Reporting agents sign all of the electronic returns they file with a single PIN signature.

Retained Earnings — An equity account that reports the net income of a business from its inception until the balance sheet date minus the dividends declared from its inception to the date of the balance sheet. The earnings have been "retained" for use in the business.

SSN — Social Security Number

Taxpayer Identification Number (TIN) — An identification number used by the Internal Revenue Service. It can be a SSN (Social Security Number), EIN (Employer Identification Number), ITIN (Individual Identification Number), ATIN (taxpayer identification number for pending U.S. adoptions) or PTIN (Preparer Taxpayer Identification Number).

TIN — See Taxpayer Identification Number

Transfer Agent — The agent authorized by a corporation to maintain the official record of each registered shareholder's name, address, number of shares purchased or sold, and their balances.

Trial Balance — A listing of the accounts in the general ledger with the account balances listed in the appropriate debit or credit column as of a specified date. A trial balance is usually prepared at the end of an accounting period and is used to determine if additional adjustments are required to any of the balances. The total of the amounts in the debit column must equal the total of the amounts in the credit column.

W-2 — Employers must file Form W-2 for wages paid to each employee from whom income, Social Security, or Medicare tax was withheld or income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exception from withholding on Form W-4.

W-3 — Anyone required to file Form W-2 must file Form W-3 to transmit Copy A of Forms W-2.

Withholding (W/H) — The term associated with payroll deductions from an employees' gross wages or gross salary.

Index

Numerics

1099 On the Fly Preparation 175
1099/1096 MISC Processing
    Editing 1099s 147
    Generating 1099 Data 225
    Printing 1099s and 1096s 148
1099/1096 Misc Processing 146
1099s and 1098s On the Fly 175
94X Form Settings 57
94X Preparer Setup 23
94X Series Tax Deposits and Tax Returns
    94X Series Form Settings 57
    94X Series Tax Returns 112
94X Series Tax Returns On the Fly Preparation 179
94X Tax Deposits
    Calculating 94X Tax Deposits 110
    Editing the 94X Tax Deposit 112
    Printing the 94X Tax Deposit 112

A

Account and Payroll Information
    Add Locality Tax 64
    Edit Locality Tax 64
    G/L Account Numbers 61
    Local Rates 64
    Payroll Options 59
    State Rates and Limits 63
Accounts Payable
    ATF Payments 208
    Check Writer 216
    Deleting a Scheduled Payment 208
    Deleting ATF Payments 216
    Editing ATF Payments 214
    Editing Invoices 204
    Entering Invoices 198
    Making Partial Live Payments 206
    Making Payments in Full 205
    Making Subsequent Live Payments 207
    Printing Vendor Checks 209
    Recording ATF Payments in Full 208
    Recording Partial ATF Payments 209
    Reprinting Vendor Checks 212
    Scheduling Live Payments 205
    Searching for ATF Payments 214
    Searching for Invoices 202
    Viewing 1099 Information 223
    Voiding ATF Payments 215
    Voiding Vendor Checks 213
Accounts Payable Setup
    Payables Setup Tab 36
    Vendor Bookkeeping 196
    Vendor Check Setup 195
    Vendor Setup 196
Accounts Receivable
    Applying Receivables Payments 245
    Deleting a Payment 249
    Deleting Invoices and Line Items 243
    Deleting Service Charges and Penalties 245
    Entering New Invoices 239
    Entering Service Charges and Penalties 244
    Making a Reversing Entry 248
    Making an Adjustment 247
    Posting Receivables Transactions Manually 250
    Printing an Invoice 242
    Updating Invoices 243
    Viewing Transactions 247
    Writing Off Bad Debt 248
Accounts Receivable Setup
    Adding a Customer 235
    AR Options 227
    Customer Set Up 234
    Customer Status 230
    Editing a Customer 238
    Entering Sales Tax Records 230
    Extended Dunning Messages 228
    GL Account Setup 232
    Invoice Item Setup 233
    Payment Terms 229
    Receivables Options 227
    User Defined Headings 230
Activate Client Write-Up 8
Adding Employer Users 327
Adding Firm Users 326
Adobe Reader Download 289
Applying Receivables Payments 245
ATF
    Accounts Payable Payments 208
    Contractor Payroll 134
    Employee Payroll 95
    Payroll Journal Entry 160
Auto Backup 284

B

Backup 285

Bank Reconciliation 164
Benefits Tab 84
Bookkeeping
ATF Payroll Journal Entry 160
Bank Reconciliation 164
Edit Stored Descriptions 163
Editing/Deleting a Journal Entry 160
Enter Transactions 158
Journal Options 162
Payroll Journal Entry 160
Posting Transactions 165
Year End Close 167

C

Calculating 94X Tax Deposits
Printing the 94X Tax Deposit 112
Calculator 289
Change the Active Client 13
Changing a User's Password 20
Chart of Accounts (COA)
Account Levels 154
Adding Accounts 151
Create an Account "On the Fly" 156
Deleting Accounts 156
Editing Accounts 151, 156
Reset the COA 156
Setup Balances 153
Check Alignment 106, 142
Check Setup
MICR Accounts Payable Check Setup 53
MICR Checks 305
MICR Payroll Check Setup 51
Preprinted Accounts Payable Check Setup 52
Pre-Printed Checks 305
Preprinted Payroll Check Setup 49
Check Stock
MICR Check Stock 24
Check Stub Options
MICR Accounts Payable Checks 53
MICR Payroll Checks 51
Preprinted Accounts Payable Checks 52
Preprinted Payroll Checks 50
Check Writer 216
Consolidating NonVendor Information 223
Editing NonVendor Information 222
Printing NonVendor Checks 219
Printing Vendor Checks 216
Reprinting NonVendor Checks 221
Checks
MICR Calibration 29
MICR Check Design 26
MICR Check Setup 24, 25
MICR Check Stock 24
Payables Check Alignment 225
Payroll Check Alignment 106, 142
Preprinted Check Alignment 29
Printing Contractor Pay Checks 137
Printing Employee Pay Checks 101
Printing Vendor Checks 209
Reprinting Contractor Pay Checks 140
Reprinting Employee Pay Checks 104
Reprinting NonVendor Checks 221
Reprinting Vendor Checks 212
Vendor Check Setup 195
Voiding Vendor Checks 213
Client Notes 290
Client Setup
94X Form Settings 57
Accounts Payable Setup 36
Chart of Accounts 45
Display Settings 56
Editing Client Information 45
Headers and Footnotes 54
MICR Bank Accounts 47
Report Options 55
Setting Up a New Client 31
Client Write-Up Menus 316
Client Write-Up Processes
1099s/1096s on the Fly 308
94X PIN Applications 306
End of Year 308
MICR Check Setup 305
PIN Applications for 94X Tax Returns 306
Pre-Printed Check Setup 305
Print and Upload 1099s and 1096s 307
Print and Upload W-2s and W-3s 307
Process Payroll 305
W-2s/W-3s on the Fly 307
Consolidating NonVendor Information 223
Contractor Payroll 123
Additional ATF Contractor Payroll Options 136
Additional Check Print Options 140
Additional Live Contractor Payroll Options 133
ATF Contractor Payroll 134
Editing a Live Check 133
Editing an ATF Contractor Check 137
Live Contractor Payroll 130
Printing Contractor Pay Checks 137
Reprinting Contractor Pay Checks 140
Transmitting Contractor Direct Deposits 143
Contractor Payroll Set Up 123
Account & Payroll Information 123
Adding a Contractor 125
Contractor Password 123
Contractor Setup 125
Cumulative G/L Account Numbers 123
Detailed G/L Account Numbers 124

Direct Deposit 129
Divisions 127
Edit a Contractor 129
Creating W-2s on the Fly 172
CWU Manual and Help Updates 10

D

Date Fields 12, 13
Deductions and Benefits
Adding a Benefit 68
Adding a Deduction 65
Editing a Deduction or Benefit 71
Deductions Tab 82
Delete Client 287
Deleting ATF Payments 216
Deleting Employer Users 327
Deleting Firm Users 327
Direct Deposit 20
Direct Deposit Reports 108, 144
Establishing Your Account with InterceptEFT 21
Report Details 109, 145
Setup 21
Transmitting Contractor Payroll Information 143
Direct Deposit Tab 85
Display Settings 56
Division 159
Divisions 55
Documentation Standards 11
Drake Dialer 282
Drake Document Manager 315

E

Editing 94X Tax Deposits 112
Editing ATF Payments 214
Editing Employer User Information 327
Editing Firm User Information 326
Editing Invoices 204
Editing Stored Descriptions 163
E-Filing 1099-MISC FAQ 309
Electronic Filing
1099 Extension 192
1099s
Preparing to e-file 343
94X Forms 183
Transmit 1099 Extension 193
Transmit 1099/View Results 192
Uploading W-2s and W-3s 186
View Results of 94X Transmission 185
W-2s
Preparing to e-file 342
W-2s and W-3s 186
Electronic Filing Setup
Business Taxpayer's PIN Application 306
Business Taxpayers PIN Application 39
ERO PIN Application 42
Form 8633 - Application for EFIN 37
Individual Taxpayers PIN Application 306
Reporting Agent PIN Application 44
E-Mail 301
Checking E-Mail 302
Composing a New Message 303
E-Mail Attachments 303
E-Mail Setup 301
Managing the Address Book 304
Moving Messages 304
Replying, Forwarding, and Deleting Messages 304
E-Mailing a Portals Employer 328
Employee Payroll
Additional ATF Employee Payroll Options 100
Additional Check Print Options 104
Additional Deductions 93
Additional Live Employee Payroll Options 93
ATF Employee Payroll 95
Benefits 91
Deductions 92
Earnings 90
Editing a Live Check 94
Editing an ATF Check 101
Gross Pay and Earnings 91
Printing Employee Pay Checks 101
Reprinting Employee Pay Checks 104
Total Deductions and Net Pay 93
Transmitting Employee Direct Deposits 107
Employee Payroll Setup
Account and Payroll Information 59
Deductions and Benefits 65
Employees 72
G/L Account Numbers 61
Payroll Options 59
Setting Up Employee Payroll 59
Employee Setup
Adding an Employee 72
Benefits 84
Benefits Tab 84
Deductions 82
Deductions Tab 82
Direct Deposit 85
Direct Deposit Tab 85
Divisions 73
Edit an Employee 85
Federal Tax Status 79
Federal Tax Status Tab 79
Federal Withholding Options 79
Payroll Options 77
Payroll Options Tab 77
Payroll Wages & Rates 74

Payroll Wages/Rates Tab 74
Personal Info Tab 73
Sick & Vacation Hours 78
State & Local Tax Status 80
State & Locality Information 81
State Filing Status & Exemptions 81
State Fixed Percent WH 81
State General Selections 81
State Withholding 80
State/Local Tax Status Tab 80
Entering Invoices 198
Entering Receivables Options 227
Excel Templates - Restoring 288
Export to Drake Tax Software 295
Exporting from CWU 294

F

Federal Tax Status Tab 79
Federal Withholding Information 80
File Maintenance
Auto Backup 284
Backup 285
Delete Client 287
Restore 286
Restore Excel Templates 288
Filing a 1099 Extension 192
Filing Tax Returns 290
FIRE website 311
Firm
Firm Info/Global Settings 15
Fiscal Year Clients 168
Form 8633 - Application for EFIN 37
Forms Alignment 30

G

Generating 1099 Data 225
Global Setup
94X Preparer Setup 23
Firm Info/Global Settings 15
MICR Check Setup 24
Security Setup 17

H

Headers and Footnotes 54
Home Screen Shortcuts 337
Hot Keys 12

I

ICR 103, 139
Importing from PeachTree 299
Importing from QuickBooks 296
Importing to CWU 292
Step 1 - Copy the Templates 292
Step 2 - Entering Data into the Template 292
Step 3 - Import 293
Installation
Network Installation 6
Stand-Alone Installation 6
Installing Program Updates 281
Drake Dialer 282
Viewing Release Notes 282
InterceptEFT Direct Deposit Holidays 320
Invoice Item Setup 233
IRS FIRE Website 311
IRS Web Site 304

J

Journal Options
Auto Increment Reference Number 162
Disable AP, Employees, Contractors and AR Selections 162
Disable Division Selection 162
Disable Payroll Journal and ATF Payroll 163
Insert Debit/Credit Decimal Automatically 162
Prefill Adjusting Entry Amounts Automatically 162
Journal Transactions 157

L

Live Contractor Payroll 130
Live Employee Payroll 86
Logging in to the Portal 324

M

Managing Portals Users 326
Adding Employer Users 327
Adding Firm Users 326
Deleting Employer Users 327
Deleting Firm Users 327
Editing Employer User Information 327
Editing Firm User Information 326
Manual and Help Updates 10
MICR Accounts Payable Check Setup 53
MICR Bank Accounts 47
MICR Check Printing
MICR Calibration 29
MICR Check Design 25, 26
MICR Check Stock 24
MICR Check Setup
Vendor Checks 195
MICR Check Stock 24
MICR Payroll Check Setup 51

N

Navigation 11
- Changing the Active Client 13
- Date Fields 12
- Documentation Standards 11
- Hot Keys 12

New Client
- Business Information 33
- Contact Information 32
- Payables Setup 36
- W-2/W-3 Setup 34

NonVendor Changes 222
NonVendor Consolidation 223

O

On the Fly Forms
- 1099 - Preparation 175
- 1099s - Editing 177
- 1099s and 1096s - Printing 178
- 1099s and 1098s 175
- 1099s and 1098s - Creating 176
- 1099s and 1098s - Processing 177
- 94X Series Tax Return - Preparation 179
- 94X Tax Returns 178
- W-2s - Creating 172
- W-2s - Preparation 172
- W-2s - Processing 173
- W-2s and W-3s - Editing 174
- W-2s and W-3s - Printing 174

P

Payables Check Alignment 225
Payroll
- ATF Contractor Payroll 134
- ATF Employee Payroll 95
- ATF Journal Entry 160
- Direct Deposit 20
- Editing a Live Contractor Check 133
- Editing a Live Employee Check 94
- Editing an ATF Contractor Check 137
- Editing an ATF Employee Check 101
- Live Contractor Payroll 130
- Live Employee Payroll 86
- Payroll Journal Entry 160
- Printing Employee Pay Checks 101
- Reprinting Payroll Checks 104

Payroll Filings
- 1099/1096 Misc Processing 146
- 94X Series Tax Deposits 110
- Producing 94X Series Tax Returns 112
- W-2 Processing 116

Payroll Journal Entry 160
Payroll Options 59
Payroll Options Tab 77
Payroll Wages/Rates Tab 74
PeachTree Import 299
Personal Info Tab 73
PIN Application
- Business Taxpayer 39
- EROs 42
- Individual Taxpayers 306
- Reporting Agents 44
- W-2/W-3 PIN Application FAQs 310

Portals
- Activating Portals 322
- Approving Time Cards 334
- Editing Employee Information 333
- Editing Employee Pay 334
- E-Mailing a Portals Employer 328
- Entering Payroll Information 333, 335
- Getting Started 321
- Identifying Portals Clients 322
- Logging in to the Portal 324
- Managing Portals Users 326
- Managing the Employees List 332
- Navigating Portals 332
- Portals Login 331
- Portals Users 321
- Processing Contractor Payroll 148
- Processing Employee Payroll 120
- Transferring Files to Drake Support 328
- Verifying Employees 325
- Viewing Processed Payroll 335
- Viewing the Payroll Download Log 328
- Working with Employers 329
- Working with Portals 331

Portals Setup 30
Portals Users 321
Posting Receivables Transactions Manually 250
Posting Transactions 165
Preprinted Accounts Payable Check Setup 52
Preprinted Payroll Check Setup 49
Print and Upload W-2s and W-3s 307
Printing Blank Forms 288
Printing Checks
- Check Alignment 106, 142
- Contractor Pay Checks 137
- Employee Pay Checks 101
- MICR Check Setup 24
- Payables Check Alignment 225
- Reprint Payroll Checks 211, 213, 222
- Vendor Checks 209, 212
- Voiding Vendor Checks 213

Printing Mailing Labels 290
- Printing Mailing Labels from CWU Lists 291

Printing Mailing Labels from CWU Lists 291

Process Payroll (Live and ATF) 305
Processing 1099s On the Fly 177
Processing W-2s on the Fly 173
Producing 112
Producing 94X Series Tax Returns
    Form 941-X 115
    Form 943-X 115
    Form 944-X 115
Program Updates 281

Q

QuickBooks Import 296

R

Rebuild Client List 288
Receivables Customer Set Up 234
Recording Partial ATF Payments 209
Report Details 255
Report Options 55, 252
Report Types
    Accounts Payable 254
    Accounts Receivable 254
    Balance Sheets 254
    Cash Flow 254
    Chart of Accounts 254
    General Ledger 254
    Interim 254
    Payroll 254
    Profit & Loss 254
    State Tax & Wage 255
    Transaction Listings 254
    Year-to-Date 254
Reports
    Accounts Payable Reports 271
    Accounts Receivable Reports 273
    Balance Sheet Reports 259
    Chart of Accounts Reports 270
    Display Settings 252
    General Ledger Reports 260
    Interim Reports 255
    Payroll Reports 274
    Profit & Loss (P&L) Reports 263
    Report Details 255
    Report Options 252
    Report Review 279
    Running Reports 251
    State Tax & Wage Reports 278
    The Report Window 253
    Transaction Listing Reports 268
    Understanding Reports 253
    Year-To-Date Reports 257
Restore 286
Restore Excel Templates 288
Running Reports 251

S

Scheduling Live Payments
    Deleting a Scheduled Payment 208
    Making Partial Payments 206
    Making Payments in Full 205
    Making Subsequent Payments 207
Searching for ATF Payments 214
Searching for Invoices 202
Security Setup 17
    Changing a Password 19
    Deleting a User ID 20
    Setting Up User IDs and Passwords 18
Setting Up Employee Payroll 59
Setting Up User IDs and Passwords 18
Setup
    94X Form Settings 57
    Chart of Accounts 45
    Checks 49
    Client 31
    Client Setup 31
    Deductions and Benefits 65
    Display Settings 56
    Electronic Filing 37
    Employees 72
    Global Setup 15
    Headers and Footnotes 54
    MICR Bank Accounts 47
    MICR Calibration 29
    MICR Check Setup 25
    New Client 31
    Payroll 59
    Report Options 55
    Reporting Options 53
    Vendor Checks 195
    Vendors 196
    W-2/W-3 34
Setup Wizard 8
Sick/Vacation Hours 78
Spreadsheet Imports 291
    Importing to CWU 292
State/Local Tax Status Tab 80
Support
    Contacting Support 4
    Support Hours 5
System Date Format 9
    Windows 2000 9
    Windows 7 9
    Windows Vista 9
    Windows XP 9
System Requirements 5

T

Tax Deposits
- Filing 94X Forms 110
- Form 941 114
- Form 941-SS 114
- Form 943 115
- Form 944-SS 115
- Producing 94X Tax Returns 112

Tools
- Adobe Reader Download 289
- Backup 285
- Calculator 289
- Client Notes 290
- Delete Client 287
- Drake Dialer 282
- Exporting from CWU 294
- File Maintenance 283
- Installing Program Updates 281
- Printing Blank Forms 288
- Printing Mailing Labels 290
- Rebuild Client List 288
- Restore 286
- Restore Excel Templates 288
- Spreadsheet Imports 291
- Update Prior Year Clients 282
- Viewing Release Notes 282
- Where to File Tax Returns 290

Transferring Files to Drake Support 328
Transmit 1099/View Results 192
Transmitting Employee Direct Deposit 107

U

Update Prior Year Clients 282
Uploading W-2s and W-3s 186

V

Vendor Bookkeeping Setup 196
Vendor Check Setup 195
Vendor Setup 196
Viewing 1099 Information 223
Viewing Release Notes 282
Voiding ATF Payments 215
Voiding Vendor Checks 213

W

W-2 On the Fly Preparation 172
W-2 Processing
- Adjusting W-2 Withholding 116
- Checking W-2 Withholding 116
- Editing W-2s 117
- Printing W-2s and W-3s 118
- Processing W-2s 117

W-2/W-3 PIN Application FAQs 310
W-2c/W-3c Processing
- Creating W-2c 119
- Printing W-2c and W-3c 119

Y

Year End Close 167